



**Program #78048 - Administrative Hub Procurement & Contracting** 7/21/2015

**Department:** County Assets **Program Contact:** Tony Dornbusch  
**Program Offer Type:** Administration **Program Offer Stage:** As Adopted  
**Related Programs:** 78044  
**Program Characteristics:**

**Executive Summary**

Administrative Hub Procurement and Contracting (P&C) team is one of the four service teams in the Department of County Assets' (DCA) Administrative Services Hub. This team works collectively with the other DCA Administrative Service Hub units to deliver formal, informal and cooperative procurements and their related contracts and other purchase documents.

**Program Summary**

This program includes the administrative group responsible for consultation, oversight and direct delivery of the procurement and purchasing of Goods and Services, and commercial, personal services and construction contracting (including software licensing, and facilities). This organization reports to the Manager of Strategic Sourcing, Procurement and Contract Administration, who reports to the Director of DCA. The staff of 16.4 FTE support over 650 DCA, DCM, and Non-Departmental employees' procurement and contracting needs by processing over 1,000 transactions per year, ranging from a few dollars to tens of millions.

The Administrative Hub was established to create greater efficiency through the consolidation of duplicate business services functions that formerly existed separately in the Facilities and Property Management, FREDS, IT, and the Department of County Management. Support is also provided to the Board of County Commissioners and several Non- Departmental Offices allowing departmental leadership and elected officials to focus their efforts on delivering vital program services.

The program also includes; commercial, personal services, construction, lease, software, maintenance and repair, and architectural contract development, negotiation, risk assessment and management, supplier/vendor management and ongoing contract administration. This group provides contract negotiation and process development as well as oversight and specialized expertise in the development and monitoring of large construction, facilities, and software and hardware contracts. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices.

The Strategic Sourcing component of the area is addressed under program offer 78044-16.

**Performance Measures**

Measure Type	Primary Measure	FY14 Actual	FY15 Purchased	FY15 Estimate	FY16 Offer
Output	Number of procurements and contracts processed	927	1090	1500	1100
Outcome	Percentage of contracts processed following established processes	100%	100%	100%	100%

**Performance Measures Descriptions**

Output– Measures the total volume of procurements, contracts, amendments, renewals, and purchase orders processed by the Procurement and Contracting staff. FY 2015 efforts included conversions of old contracts into the new system, SRM. This work will not rollover into FY 2016.

Outcome – Tracks the percentage of contracts issued under established processes demonstrating adequate controls are in place to ensure best purchasing practices.

## Legal / Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) Rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of ORS requirements. DCA Contracts must adhere to Commercial Contract laws, Bureau of Labor and Industry laws, Construction and Architectural/Engineering contracting laws, Employment laws, Privacy laws, Domestic Violence and Criminal records laws and others. DCA Procurements using cooperative agreements must adhere to state and federal laws governing the use of the cooperative agreements as described therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2015	2015	2016	2016
Personnel	\$1,586,149	\$0	\$1,908,484	\$0
Contractual Services	\$60,000	\$0	\$25,000	\$0
Materials & Supplies	\$63,334	\$0	\$93,733	\$0
Internal Services	\$151,750	\$0	\$181,856	\$0
<b>Total GF/non-GF</b>	<b>\$1,861,233</b>	<b>\$0</b>	<b>\$2,209,073</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,861,233</b>		<b>\$2,209,073</b>	
<b>Program FTE</b>	14.40	0.00	16.40	0.00

Program Revenues				
Other / Miscellaneous	\$1,485,156	\$0	\$1,780,343	\$0
<b>Total Revenue</b>	<b>\$1,485,156</b>	<b>\$0</b>	<b>\$1,780,343</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets, County Management, and Non-Departmental. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

## Significant Program Changes

**Last Year this program was:** FY 2015: 78045 Administrative Hub Procurement & Contracting

The addition of two senior level contract negotiation staff is reflected in this year's program budget. The first position is specifically focused on procurement and contracting in support of major capital construction projects such as the Multnomah County Courthouse and Health Department Headquarters, and the position if being funded out of the Facilities Capital Project budgets. The second position is focused on addressing the continually growing need and complexity of Information Technology related contracting and is being funded by direct charge allocation from the Information Technology division of DCA.