

**Department:** County Assets **Program Contact:** Heidi Leibbrandt  
**Program Offer Type:** Innovative/New Program **Program Offer Stage:** As Proposed  
**Related Programs:** 78101  
**Program Characteristics:**

**Executive Summary**

This program offer is for a Contract Specialist Senior position. This position will fill a critical capacity need with the Procurement and Contracting Business Services team. The goal of this positions is to address the procurement backlog of contract renewals, as well as, the growth of IT contracting needs related to Emergency Operations, Preschool for All (PFA), Supportive Housing Services (SHS), American Rescue Funding (ARPA) and other new and emerging programmatic needs.

**Program Summary**

The work of the Procurement and Contracting Business Services team supports the Department of County Assets and Non-departmental contracting needs. Contracting staff have reached capacity and contracts are backlogged due to the increasing demand of contracting and procurement services. This position addresses this backlog of work caused by increased software and procurement requests across the County, and large new initiatives related to PFA, SHS, ARPA and other new and emerging programmatic IT technologies and needs.

The goal for this position is to address the pending contracting queue and to shorten the turn around time for contract renewals and new work. This is critical to progressing information technology and facilities related projects. In addition this positions will address the added capacity with DCA's own division contracting needs. This program follows the Work Equity and Strategic Plan (WESP) and Think Yes principles to ensure inclusive, transparent and equitable processes through the lifespan of public procurement and contracting activities.

**Performance Measures**

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Hire and onboard one position within the Business Services Procurement and Contracting program	N/A	N/A	N/A	1
Outcome	Reduce pending/ queued contracts and procurement	N/A	N/A	N/A	25%

**Performance Measures Descriptions**

Hire and onboard one position in DCA Contract and Procurement Division to reduce backlog in the contracts queue.

## 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 Procurement, using cooperative agreements, must adhere to state and federal laws

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$0	\$154,772	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$154,772</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$154,772</b>	
<b>Program FTE</b>	0.00	0.00	1.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This position will be funded with one-time-only General Fund and ongoing cost will be incorporated into the Department of County Assets internal service recovery.

## Significant Program Changes

Last Year this program was: