

Department/ Office Purpose		The statutory responsibility of the Purchasing Agent is to purchase all supplies, materials, and equipment; contract for all repairs required or used by the County; and supervise all purchases made on competitive bid. The Purchasing Agent is also responsible for County property and inventory and must annually file with the County Auditor and each member of the Purchasing Board an inventory of all property on hand and belonging to the County and to each subdivision, officer or employee.						
Priority#	Major Program	Goals & Objectives	Measures	FY2017	FY2018	FY2019	FY2020	Increase/Decrease from FY19 to FY20
1	Buying	To procure quality supplies, equipment, and services in a cost-effective manner to all county departments.	Requisitions Received	7,149	6,691	5779	5516	-5%
			Purchase Orders Issued	5,750	5,220	5259	4916	-7%
			Procurement Card Transactions	5,128	4,869	6285	4655	-26%
			Procurement Card Spend	\$ 1,089,266.23	\$ 1,140,463.60	\$1,279,426.00	\$1,055,065.00	-18%
2	Contracts	Insure that all purchases are made in compliance with Purchasing statutes and County Purchasing Manual	Total Contract Instruments Received/Processed.	509	654	636	724	14%
			RFP's Advertise	11	14	10	8	-20%
			RFP's Award	16	9	13	11	-15%
			RFQ's Advertise	2	4	4	5	25%
			RFQ's Award	2	3	9	6	-33%
			IFB's Advertise	37	46	34	31	-9%
			IFB's Award	26	43	28	30	7%
			Coop Award	0	45	63	76	21%
			Agreements	114	180	160	152	-5%
			Grants	37	28	46	51	11%
			Other	44	62	41	59	44%
			Amendments	80	83	82	133	62%
			Change Orders	23	22	24	26	8%
			Renewals	68	73	75	76	1%
FYT's	32	28	33	42	27%			
Decisions Mandated by Legal Entities Outside of Commissioners Court Authority	19	14	14	18	29%			
3	Administration	Provides proficiency in support of mandates and basic procurement operations.	Procurement Training Classes Conducted	15	30	38	50	32%
			Procurement Card Training Classes Conducted	23	12	30	9	-70%
			Rebates Received from Purchasing Agreements	\$ 18,048.00	\$ 63,217.39	\$ 47,326.46	\$ 38,859.65	-18%
		Provide cost avoidance through competitive processes	Amount in Budget	\$ 5,139,326.00	\$ 6,546,267.00	\$4,682,142.54	\$ 8,743,812.00	87%
			Actual Amount Spent	\$ 4,324,544.00	\$ 5,864,964.01	\$4,289,939.76	\$7,046,623.96	64%
			Dollar Difference	\$ 814,782.00	\$ 681,302.99	\$ 392,202.78	\$1,697,188.04	333%
4	Property Management	Increase on-line auctions for generation of revenues to the County.	Inventories Conducted	28	44	22	16	-27%
			On-line Auctions Conducted	2	1	1	1	0%
			Revenue generated from auction	\$ 667,615.00	\$ 365,076.56	\$ 7,880.03	\$ 551,745.05	6902%
5	Computer Warehousing	Supplies stability and accuracy in computer inventory printer management	Request for Equipment	553	587	659	789	20%
			Percent of Requests processed within 24 hours	100	100	100	100	0%
6	Inventory Warehouses	To Provide that all Warehouse Items are Received and Issued with Proper Inventory Controls	Inventory Received	NA	NA	921,057	2,712,907	195%
			Inventory Issued	NA	NA	2,700,449	5,400,901	100%