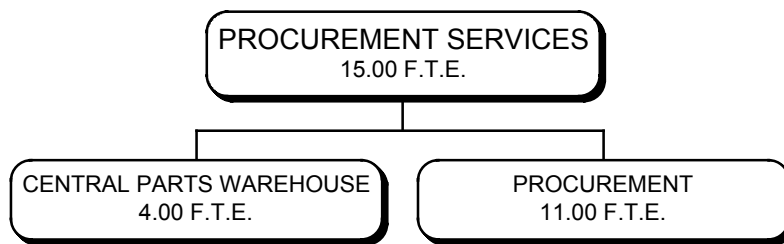


PROCUREMENT SERVICES



PROCUREMENT SERVICES

Mission: Procurement Services is responsible for the coordination and management of two divisions which include Procurement and Central Parts Warehouse.

DEPARTMENTAL SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Adjusted</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	17.00	16.00	15.00	15.00	0.00	0.0
General Fund	\$ 5,415	\$ 0	\$ 0	\$ 0	\$ 0	0.0
Internal Service Fund	<u>1,116,830</u>	<u>1,165,838</u>	<u>1,176,864</u>	<u>1,166,864</u>	<u>(10,000)</u>	(0.8)
TOTAL SOURCES	<u>\$ 1,122,245</u>	<u>\$ 1,165,838</u>	<u>\$ 1,176,864</u>	<u>\$ 1,166,864</u>	<u>\$ (10,000)</u>	(0.8)
General Fund	\$ 703,601	\$ 681,044	\$ 650,544	\$ 642,128	\$ (8,416)	(1.3)
Internal Service Fund	<u>1,112,824</u>	<u>1,145,806</u>	<u>1,176,864</u>	<u>1,166,864</u>	<u>(10,000)</u>	(0.8)
TOTAL DISBURSEMENTS	<u>\$ 1,816,425</u>	<u>\$ 1,826,850</u>	<u>\$ 1,827,408</u>	<u>\$ 1,808,992</u>	<u>\$ (18,416)</u>	(1.0)

Sources: Sources for the Procurement Services Department's represent reduced charges to Fleet Operations for parts requested from the Central Parts Warehouse.

Disbursements: The Procurement Department's FY 2004 budget reflects a higher CARTA reimbursement. This decrease is offset by the addition of a temporary position and higher advertising costs to solicit the bid for construction of the Juvenile Detention Center.

PROCUREMENT SERVICES (continued)

INTERNAL SERVICE FUND

GENERAL GOVERNMENT

DIVISION - Central Parts Warehouse

Mission: The Central Parts Warehouse is responsible for purchasing vehicle parts, tires, and accessories for the entire County fleet, ensuring that the procured products are of high quality and the best value for the tax dollar.

DIVISION SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	4.00	4.00	4.00	4.00	0.00	0.0
Charges and Fees	\$ 1,114,837	\$ 1,161,633	\$ 1,176,864	\$ 1,166,864	\$ (10,000)	(0.8)
TOTAL REVENUES	1,114,837	1,161,633	1,176,864	1,166,864	(10,000)	(0.8)
Interfund Transfer In	<u>1,993</u>	<u>4,205</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL SOURCES	<u>\$ 1,116,830</u>	<u>\$ 1,165,838</u>	<u>\$ 1,176,864</u>	<u>\$ 1,166,864</u>	<u>\$ (10,000)</u>	(0.8)
Personnel	\$ 144,965	\$ 153,843	\$ 155,835	\$ 175,533	\$ 19,698	12.6
Operating	967,859	991,963	1,021,029	991,331	(29,698)	(2.9)
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENSES	<u>\$ 1,112,824</u>	<u>\$ 1,145,806</u>	<u>\$ 1,176,864</u>	<u>\$ 1,166,864</u>	<u>\$ (10,000)</u>	(0.8)

Funding Adjustments for FY 2004 Include:

- Revenues reflect a decrease based on charges to Fleet Operations for requested parts.
- Personnel expenses reflect the addition of a temporary position for administration of the new fleet management software. Personnel costs also reflect the actual grades and steps of the incumbents and higher fringe benefit costs.
- Operating expenses reflect lower anticipated Fleet Operations requests and the completion of heating and air conditioning modifications.

Objectives:

- Establish base-line data for the on-line stocking and inventory control program for Fleet Operations.
- Process 90% of items received and stored within 2 hours of receipt.
- Maintain stock turnover with a quarterly ratio of 4 to 1 to comply with national standard.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Inventory line items	2,360	1,990	2,450
Supplies issued monthly	4,950	5,025	5,800
Received and stored items processed monthly	n/a	4,093	5,300
Efficiency:			
Average error rate on issuing supplies	<0.5%	<1.0%	<0.5%
Outcome:			
Percent of stored items processed within 2 hours of receipt	n/a	94.0%	95.0%
Annual ratio of stock turnover	n/a	8:1	4:1

PROCUREMENT SERVICES (continued)

GENERAL FUND

GENERAL GOVERNMENT

DIVISION - Procurement

Mission: The Procurement Division purchases goods and equipment or contracts for services for all departments within Charleston County Government, ensuring that the methods of procurement are fair and equitable and that the procured products are of high quality and the best value for the dollar.

DIVISION SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	13.00	12.00	11.00	11.00	0.00	0.0
Charges and Fees	\$ 5,415	\$ 0	\$ 0	\$ 0	\$ 0	0.0
TOTAL REVENUES	<u>\$ 5,415</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	0.0
Personnel	\$ 593,158	\$ 600,376	\$ 570,201	\$ 569,079	\$ (1,122)	(0.2)
Operating	94,804	80,668	80,343	73,049	(7,294)	(9.1)
Capital	<u>8,139</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	696,101	681,044	650,544	642,128	(8,416)	(1.3)
Interfund Transfer Out	<u>7,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL DISBURSEMENTS	<u>\$ 703,601</u>	<u>\$ 681,044</u>	<u>\$ 650,544</u>	<u>\$ 642,128</u>	<u>\$ (8,416)</u>	(1.3)

Funding Adjustments for FY 2004 Include:

- Personnel expenditures reflect a higher CARTA reimbursement. Personnel costs also reflect the actual grades and steps of the incumbents and increased fringe benefit costs.
- Operating expenditures also reflect a higher CARTA reimbursement. Operating costs also reflect lower telephone and copier costs based on historical and projected usage. In addition, higher advertising costs to solicit the bid for construction of the Juvenile Detention Center are included.

PROCUREMENT SERVICES (continued)

GENERAL FUND

GENERAL GOVERNMENT

Objectives:

- Process 85% of informal purchase orders within 3 business days.
- Implement 100% of the Purchased Card Program and eliminate 90% of the blanket purchase orders upon 100% completion.
- Issue 65% of formal solicitations within 14 business days.
- Provide procurement process update to all departments.
- Participate in 15 yearly minority outreach events.
- Process 95% of 235 County utility bills via procurement card processes.
- Award 99% of purchases without written protest.
- Maintain a satisfactory rating of 90% of customer service survey from user departments.
- Increase overall efficiency of the procurement process.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Informal purchase orders processed	5,015	4,122	3,500
Solicitations processed	191	169	135
Formal purchases awarded	180	103	106
Departments/divisions receiving procurement process update ¹	n/a	n/a	11
Departments with Procurement Card Program implemented	39	40	53
Minority outreach events attended ¹	n/a	n/a	15
Utility bills processed via procurement card processes ¹	n/a	n/a	117
Percent of user departments responding to responsive survey	n/a	50.0%	50.0%
Efficiency:			
Cost per purchase order processed ¹	n/a	n/a	\$85
Outcome:			
Percent of informal purchase orders processed within 3 business days	70.0%	70.0%	95.0%
Percent of Purchase Card Program implemented	82.0%	67.0%	90.0%
Percent of blanket purchase orders eliminated	50.0%	65.0%	90.0%
Percent of formal solicitations processed within 14 business days	65.0%	65.0%	100%
Percent of purchases awarded without protest	99.0%	99.0%	99.0%
Percent of departments updated on procurement process	n/a	n/a	20.0%
Percent of minority outreach events attended	n/a	73.0%	100%
Percent of utility bills processed via procurement card	n/a	n/a	50%
Percent of departments rating satisfactory or higher on customer service survey	n/a	75.0%	95.0%

¹ This department will begin measuring performance against this objective during FY 2004.