



Volusia County Purchasing & Contracts Division

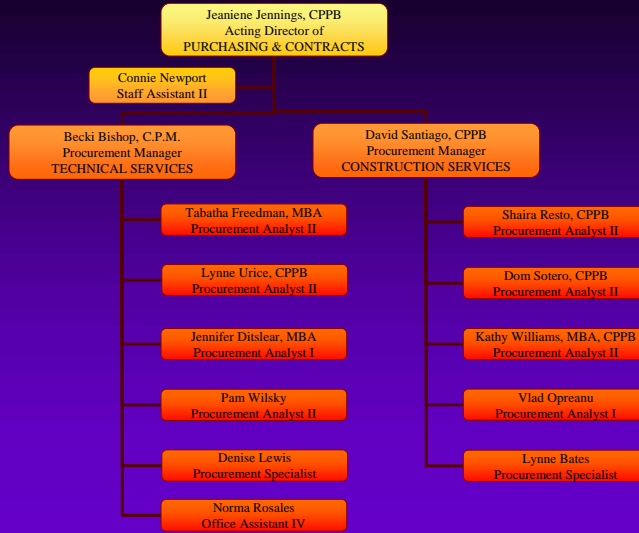
Citizens Academy
August 25, 2009



PURCHASING & CONTRACTS DIVISION AGENDA

- Organizational Chart
- Division Mission Statement
- Quick Reference Guide
- Purchasing Tools
- Competition
- Surplus Property Disposition Process
- Negotiation Exercise
- Communication with County Staff and the Business Community
- Questions and Answers

Purchasing & Contracts' Organizational Chart



MISSION STATEMENT

The mission of the Purchasing & Contracts Division is to provide for fair and equitable treatment of all persons involved in public purchasing by the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality, integrity, and consistency.

QUICK REFERENCE GUIDE

TOTAL CONTRACT VALUE QUOTE/BID REQUIREMENTS (Minimum) AWARD APPROVAL

- \$0 - \$1,000.00* Single Quote, Purchasing Card Department Director or designee
- \$0 - \$3,000.00 Single Quote Purchasing Analyst
- \$3,000 - \$10,000.00 3 Verbal Quotes Minimum Purchasing Manager
- Up to \$25,000.00 3 Written Quotes Minimum Purchasing Director
- Up to \$50,000.00 Solicitation Award Authority County Manager
- \$50,000.01 and above Formal, Advertised Invitations County Council
- Up to \$125,000.00 Housing Rehabilitation Projects County Manager
- * Amount may be set lower by Department/Division/Activity Director.
- Contracts for the purchase of any commodities or services may only be signed by the County Manager, the Chair of the County Council, or the Purchasing Director, as may be applicable.

PURCHASING & CONTRACTS TOOLS

- Purchasing Cards – up to \$999.⁰⁰ per transaction
- Price Agreements
- Purchase Order Requisitions . . .
Past, Present, and Future
- Contracts, Task Assignments, and Change Orders

COMPETITION

- Invitation to Bid
- Request for Proposal
- Request for Quote
- Request for Qualifications
- Selection Committee Process

DISPOSITION OF SURPLUS PROPERTY

- On-line Automated System
- Received “2004 Best Practice” recognition at State and National Levels (FAPPO and NIGP)
- ENN Demonstration

Negotiation EXERCISE

- Keys to a successful negotiation
 - ✦ Preparation
 - ✦ Determining a Bargaining Zone
 - ✦ Ability to Create a Win-Win Situation

COMMUNICATION BETWEEN COUNTY STAFF and the BUSINESS COMMUNITY

- *Intranet Demo – ENN*
- Internet Demo



Vendor Self Service

New system went live on 8/24/09



QUESTIONS AND ANSWERS

Thank you!