

## Volusia County Purchasing & Contracts Division



2014 National Procurement  
Institute "Achievement of  
Excellence in Procurement"  
award winner

## 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.

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## Responsibilities of Purchasing and Contracts

- Oversee the procurement of goods and services, per ordinance and set procedures.
- Manage the procurement card process.
- Manage the surplus property for the County.

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## What do we purchase?

- Commodities - from office supplies to road rock.
- Technology - from cameras to ERP systems.
- Services - from consultants to beach cleaning.
- Construction - from rehabs to convention centers.

Any purchase over \$3,000.00 requires a level of competition, unless deemed a single or sole source.

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## COMPETITION

- RFQ: Request for Quotation
- ITB: Invitation to Bid
- RFP: Request for Proposals
- RSQ: Request for Statement Qualifications
- "Piggybacking"
- Construction process
- Selection Committee Process

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## Statistics for FY 2014 / 2015

- **Formal Solicitations** 157 <sup>D2</sup>
- **Contracts**
  - Commodities & Services **255** <sup>D1</sup>
  - Professional Services **127**
  - Master Agreements **876**
- **Purchase Orders** **2,873**

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## Slide 6

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- D1**      Numbers from InfoAdvantage on 7/1/15.  
D\_Lewis, 7/1/2015
- D2**      D\_Lewis, 7/1/2015

## Vendor Relations

- Purchasing has an online vendor registration process with which vendors may register for notices on solicitations related to commodities which they have selected.
- Bids are posted online at [www.volusia.org/bidlist](http://www.volusia.org/bidlist).
- Purchasing conducts quarterly workshops for potential vendors on “How To Do Business With Volusia County”.

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## Vendor Relations (cont.)

- Partners and participates in outreach training with Small Business Development Center (SBDC) for minority and small businesses.
- Volusia County adopted a local preference policy to aid local businesses in competing on county projects. Volusia County partners with the Center for Business Excellence on this initiative.

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## What Would You Do?

You are a Procurement Analyst in the following scenarios...

**“WHAT WOULD YOU DO?”**

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