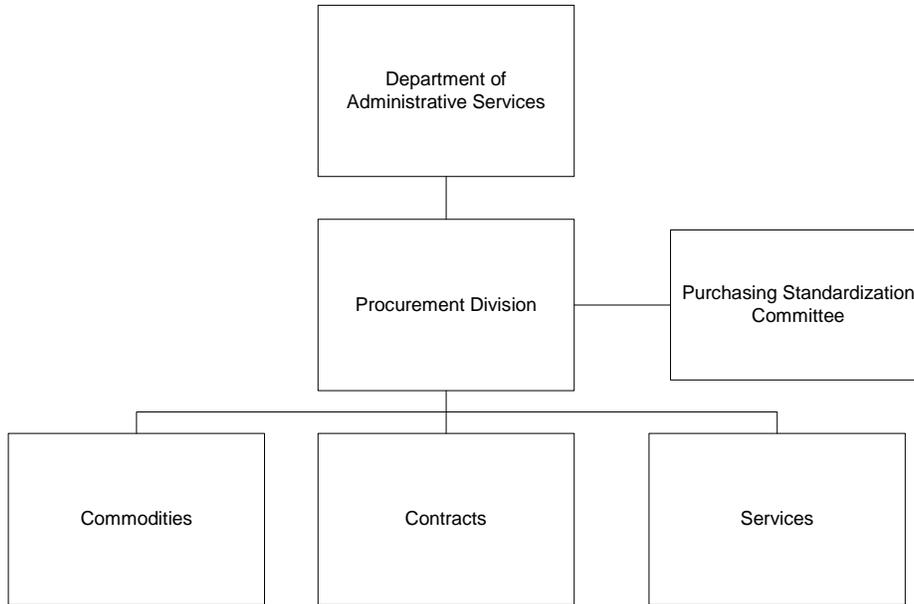


DAS-PROCUREMENT (1152)



MISSION

The Procurement Division of the Department of Administrative Services, within the scope of Chapter 32, Milwaukee County Ordinances, shall obtain goods and services for Milwaukee County departments, agencies, and institutions in a manner that enhances the quality of life in Milwaukee County and fully utilizes all segments of the business community.

Budget Summary		
	2012	2011/2012 Change
Expenditures	915,458	212,375
Revenue	0	0
Levy	915,458	212,375
FTE's	7.5	2.0
Major Programmatic Changes		
<ul style="list-style-type: none"> • Expand Procurement services to include three different areas of Commodities, Contracts and Services. 		

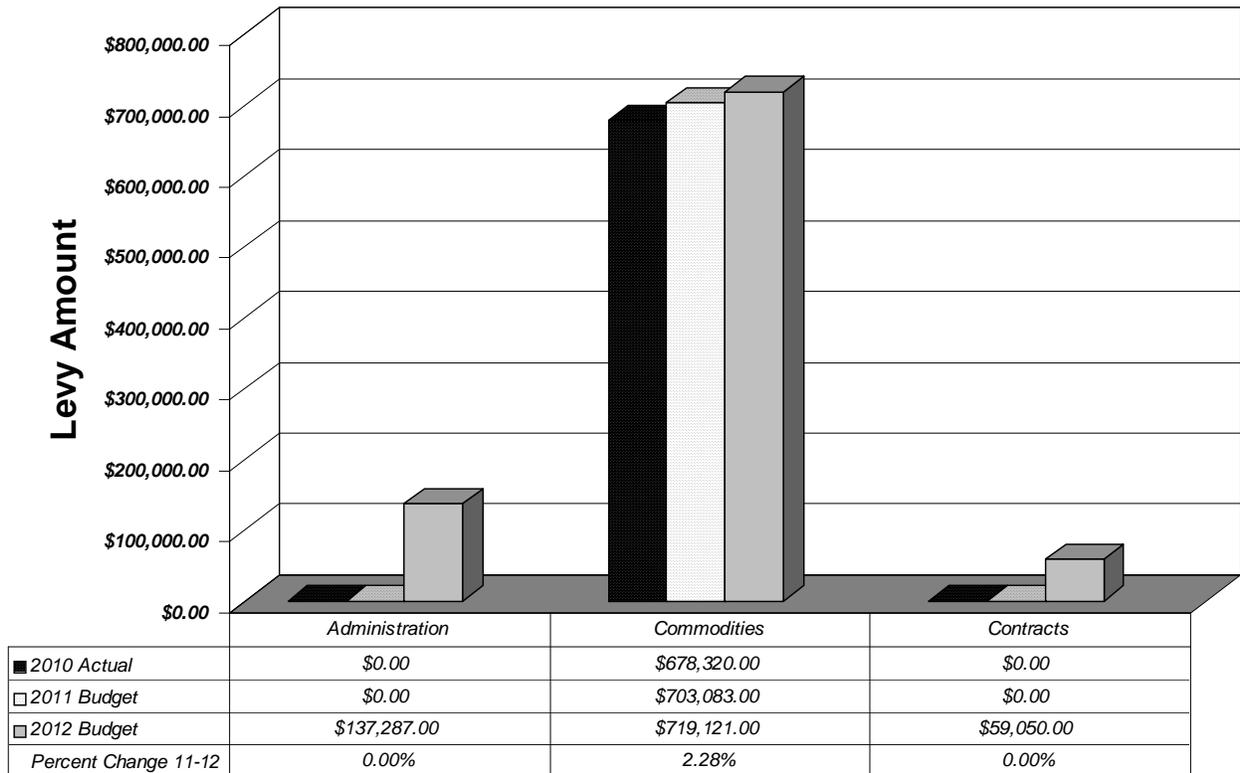
OBJECTIVES

- Procure needed goods and services for County departments in an efficient, cost-effective, legal and timely manner.
- Provide an atmosphere of equal opportunity for all vendors and suppliers who wish to participate in County contracts.
- Provide more efficient service while assisting in reducing the demand on staff, by continuing strategic partnerships with other County departments and local government agencies in utilizing collaborative contract agreements. The department will also continue to seek best practices in purchasing.
- Provide a central location, working with Corporation Counsel, for negotiation of all contracts and leases.

DEPARTMENTAL PROGRAM DESCRIPTION

The Procurement Division of the Department of Administrative Services is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment, and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, professional service contracts, repairs or alterations to buildings, structures, purchase or leases of County-owned real estate or fixtures.

Organizational Levy Summary



2012 BUDGET

Approach and Priorities

- Continue strategic partnerships with other County departments and government agencies.
- Develop more in-house expertise on the development and evaluation of Request for Proposals (RFP).
- Create a “best in class” procurement operation for the County, utilizing best practices in public sector procurement.

Budget Highlights

Elimination of Step Increases for 2012 for Employees in Certain Pay Grades (\$3,094)

This budget includes an expenditure reduction of \$3,094 based on the elimination of step increases for 2012, as provided for in Chapter 17 of the Milwaukee County General Ordinances, for employees in certain pay grades. (See Appendix B for pay grades affected.)

ADOPTED 2012 BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

Expansion of Procurement Services

\$195,288

The 2012 Budget expands the Procurement Division to include 3 areas of Commodities, Services and Contracts. The Division would include a new position of Procurement Director to oversee all 3 areas. The current Procurement staff would work in the Commodities area.

A new position of Contracts Administrator is created and funded for half the year in 2012. This position would work with the Procurement Director and existing Contracts staff in the Departments to create standard contracts language and to determine fair market value for lease rates. The Contracts area would become a central location for review and recordkeeping of all County contracts and leases. The intention is to move Contracts staff within the Departments into DAS – Procurement in the 2013 Budget.

The 2012 Budget also creates the Services area within Procurement. There is no funding allocated to this area in 2012. The Procurement Director would set up the structure and guidelines for the Services area with the intention of adding staffing in 2013. The Services area would focus on having a central location for review and recordkeeping of all service contracts.

The creation of the 1.0 FTE Procurement Director (\$136,514) and 0.5 FTE Contracts Administrator (\$58,774) is budgeted at a cost of \$195,288 in 2012.

Position Changes

\$17,696

Due to organizational changes and critical needs of the division, 0.5 FTE of a Clerical Assistant 2 (\$30,876) is transferred from Procurement to DAS – Fiscal and one FTE Office Support Assistant 2 position (\$48,572) is fully funded for a total tax levy cost of \$17,696. This position change increases operating efficiencies.

BUDGET SUMMARY				
Account Summary	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Personal Services (w/o EFB)	\$ 220,676	\$ 362,752	\$ 518,262	\$ 155,510
Employee Fringe Benefits (EFB)	226,829	255,312	303,822	48,510
Services	111,554	27,300	21,950	(5,350)
Commodities	1,667	2,980	2,980	0
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	117,592	54,739	68,444	13,705
Abatements	0	0	0	0
Total Expenditures	\$ 678,318	\$ 703,083	\$ 915,458	\$ 212,375
Direct Revenue	0	0	0	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 0	\$ 0	\$ 0	\$ 0
Direct Total Tax Levy	678,318	703,083	915,458	212,375

ADOPTED 2012 BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

PERSONNEL SUMMARY				
	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Position Equivalent (Funded)*	5.8	5.5	7.5	2.0
% of Gross Wages Funded	100.0	100.0	100.0	0.0
Overtime (Dollars)	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2010 Actuals, the Position Equivalent is the budgeted amount.

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Procurement Director	Z0059	Create	1	1.00	Administration	\$ 97,976
Contracts Administrator*	Z0062	Create	1	1.00	Contracts	41,324
Office Asst 2	00007	Fund	1	1.00	Purchasing	26,804
Clerical Asst 2	00017	Transfer-out	1	(0.50)	Purchasing	(18,742)
					TOTAL	\$ 147,362

* This position is created at 1.0 FTE, but only funded for half the year in 2012.

ORGANIZATIONAL COST SUMMARY					
DIVISION		2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Administration	Expenditure	\$ 0	\$ 0	\$ 137,287	\$ 137,287
	Revenue	0	0	0	0
	Tax Levy	\$ 0	\$ 0	\$ 137,287	\$ 137,287
Commodities	Expenditure	\$ 678,320	\$ 703,083	\$ 719,121	\$ 16,038
	Revenue	0	0	0	0
	Tax Levy	\$ 678,320	\$ 703,083	\$ 719,121	\$ 16,038
Contracts	Expenditure	\$ 0	\$ 0	\$ 59,050	\$ 59,050
	Revenue	0	0	0	0
	Tax Levy	\$ 0	\$ 0	\$ 59,050	\$ 59,050

All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."