

DAS-PROCUREMENT (1152) BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

Budget Summary

| Category | 2012 Budget | 2012 Actual | 2013 Budget | 2014 Budget | 2014/2013 Variance |
|------------------------------|------------------|------------------|------------------|------------------|--------------------|
| Expenditures | | | | | |
| Personnel Costs | \$822,084 | \$617,695 | \$892,943 | \$821,372 | (\$71,571) |
| Operation Costs | \$24,930 | \$53,696 | \$22,680 | \$49,480 | \$26,800 |
| Debt & Depreciation | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interdept. Charges | \$68,444 | \$75,124 | \$76,045 | \$77,723 | \$1,678 |
| Total Expenditures | \$915,458 | \$746,515 | \$991,668 | \$948,575 | (\$43,093) |
| Revenues | | | | | |
| Direct Revenue | \$0 | \$0 | \$0 | \$0 | \$0 |
| Intergov Revenue | \$0 | \$0 | \$0 | \$0 | \$0 |
| Indirect Revenue | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Revenues | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | |
| Tax Levy | \$915,458 | \$746,515 | \$991,668 | \$948,575 | (\$43,093) |
| Personnel | | | | | |
| Full-Time Pos. (FTE) | 7.5 | 7.5 | 7 | 7 | 0 |
| Seas/Hourly/Pool Pos. | 0 | 0 | 0 | 0 | 0 |
| Overtime \$ | \$0 | \$0 | \$0 | \$0 | \$0 |

Department 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.

Department Description: DAS-Procurement includes three sections: the Commodities section sets up bids, process requisitions for major purchases, addresses bid protests, and works with County departments and vendors to obtain price agreements, inclusive of efforts of Community Business development Partners. Administration provides leadership, management services, and policy direction for Procurement operations, works with County departments and local governments on utilizing collaborative partnerships, and provides assistance to County departments with RFPs and major purchases of goods and services. The Contracts section provides a central location and resource in concert with Corporation Counsel, providing training, best practice implementation, process development and standards for the negotiation of all contracts and leases.

DAS-PROCUREMENT (1152) BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

Strategic Program Area 1: Procurement

Service Provision: Administrative

Strategic Outcome: High Quality, Responsive Services

| What We Do: Activity Data | | | |
|--|--------------------|--------------------|--------------------|
| Activity | 2012 Actual | 2013 Budget | 2014 Budget |
| # of Active Price Agreements | Will track in 2014 | Will track in 2014 | Will track in 2014 |
| # of Requisitions processed to Purchase Orders per Month | Will track in 2014 | Will track in 2014 | Will track in 2014 |
| # of Sealed Bids | Will track in 2014 | Will track in 2014 | Will track in 2014 |

| How We Do It: Program Budget Summary | | | | | |
|--------------------------------------|-------------|-------------|-------------|-------------|---------------|
| Category | 2012 Budget | 2012 Actual | 2013 Budget | 2014 Budget | 2014/2013 Var |
| Expenditures | \$915,458 | \$746,515 | \$991,668 | \$948,575 | (\$43,093) |
| Revenues | \$0 | \$0 | \$0 | \$0 | \$0 |
| Tax Levy | \$915,458 | \$746,515 | \$991,668 | \$948,575 | (\$43,093) |
| FTE Positions | | 7.5 | 7 | 7 | 0 |

| How Well We Do It: Performance Measures | | | |
|--|------------------------------|------------------------------|------------------------------|
| Performance Measure | 2012 Actual | 2013 Budget | 2014 Budget |
| # of Vendors Participating in Sealed Bids (% Increase over prior year) | Data not currently available | Data not currently available | Data not currently available |
| DBE/SBE Participation as a % of total Procurement dollars spent | Reported by CBDP | Reported by CBDP | Reported by CBDP |
| Time required to process an RX into a purchase order (PC) | Data not currently available | Data not currently available | Data not currently available |

Strategic Implementation:

The 2014 tax levy decreases by \$43,093 due to a reduction in expenditures. Personnel costs decrease by \$71,571, which is partially offset by an increase in operating costs of \$26,800. This increase is related to short-term personnel services and software licensing fees.

While overall staffing remains the same as 2013, 1.0 FTE Purchasing Administrator, a mid-level management position, is abolished and 1.0 FTE Contracts Administrator is created. This position will work with the Commodities section to enhance the bidding and RFP processes, and will also assist with the research, sourcing, and implementation of a comprehensive contract management system, to include contract development, execution, and monitoring.

Tracking for the Activity Data and Performance Measures indicated above will begin in 2014.

DAS-PROCUREMENT (1152) BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

| DAS-Procurement Budgeted Positions | | | | |
|------------------------------------|-------------|-------------|--------------------|-------------|
| Title Code | 2013 Budget | 2014 Budget | 2014/2013 Variance | Explanation |
| Admin Spec - Procurement | 1 | 1 | 0 | |
| Buyer 2 | 2 | 2 | 0 | |
| Contracts Administrator | 1 | 2 | 1 | Create |
| Procurement Director | 1 | 1 | 0 | |
| Purchasing Administrator | 1 | 0 | -1 | Abolish |
| Purchasing Manager | 1 | 1 | 0 | |
| Salary Adjustment | 0.5 | 0 | -0.5 | |
| TOTAL | 7.5 | 7 | -0.5 | |

| Legacy Health Care and Pension Expenditures | | | | |
|---|-------------|-------------|-------------|--------------------|
| 2012 Budget | 2012 Actual | 2013 Budget | 2014 Budget | 2014/2013 Variance |
| \$105,827 | \$122,727 | \$128,624 | \$164,710 | \$36,086 |