

**OFFICE OF PROCUREMENT**

**FY2017**

**RECOMMENDED BUDGET**

**TO COUNTY COUNCIL**

**May 9, 2016**

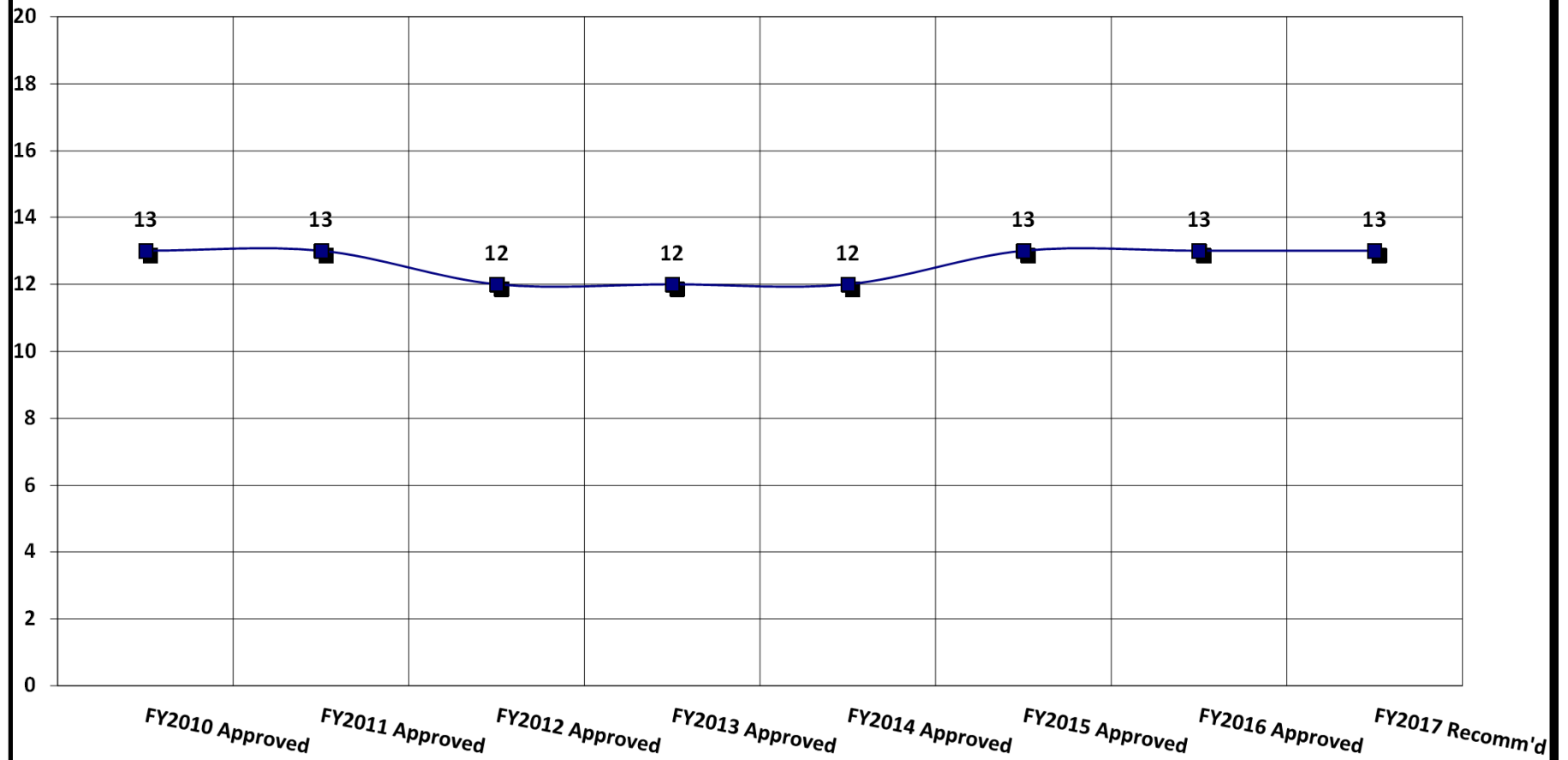






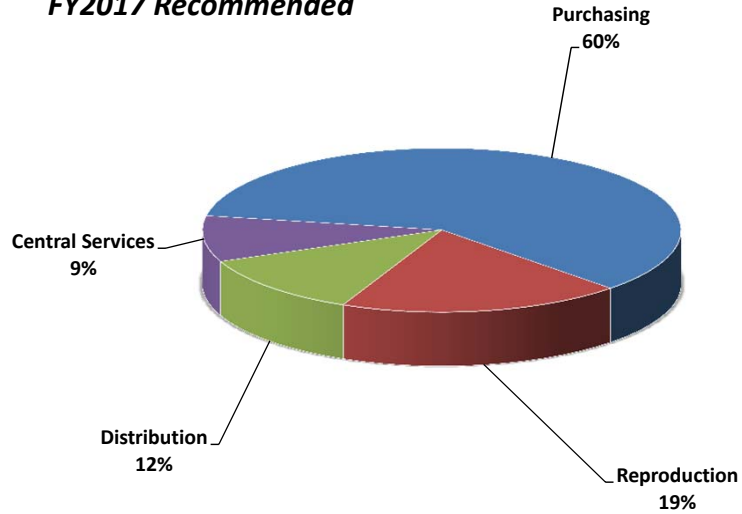


### Office of Procurement - Purchasing, Reproduction, Distribution, Central Services Position History Fiscal Years 2010 through 2017



New Castle County  
Office of Procurement - Purchasing, Reproduction, Distribution, Central Services  
FY2017 Recommended Budget

**FY2017 Recommended**



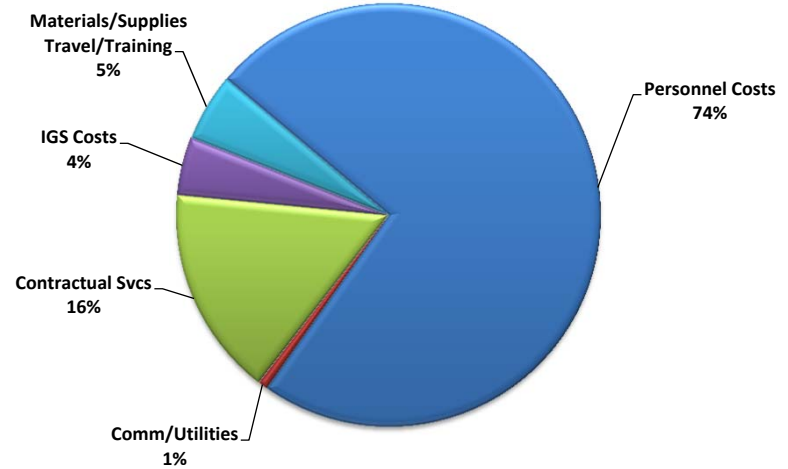
<u>Division</u>	<u>FY2017 Recommended</u>
Purchasing	1,014,951
Reproduction	325,473
Distribution	203,591
Central Services	153,441
<b>Total Administrative Services' Budget:</b>	<b>\$1,697,456</b>
<b>Less IGS Credits</b>	<b>(325,473)</b>
<b>Recommended Budget</b>	<b>\$1,371,983</b>



<u>Object Level</u>	<u>FY2017 Recommended</u>
Personnel Costs	\$1,250,562
Comm/Utilities	11,900
Contractual Svcs	272,410
IGS Costs	75,124
Materials&Supplies, Travel&Training	87,460
<b>Total Budget</b>	<b>1,697,456</b>
<b>Less IGS Credits</b>	<b>(325,473)</b>
<b>Recommended Budget</b>	<b>\$1,371,983</b>



**FY2017 Recommended**



**OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FISCAL YEAR 2017 RECOMMENDED BUDGET**

**DIVERSITY COMPARISON 2013-2015 as of December 31, 2015**

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
			A	B	C	D	E	F	G	H	I	J
Officials and Administrators	2015	0										
	2014	0										
	2013	0										
Professionals	2015	3.5	1	1				1.5				
	2014	3.5		1				2.5				
	2013	3.5		1				2.5				
Technicians	2015	0										
	2014	0										
	2013	0										
Paraprofessionals	2015	3						1	2			
	2014	3						1	2			
	2013	3						1	2			
Administrative Support	2015	4.5						1.5	3			
	2014	3.5						1.5	2			
	2013	4.5	1					1.5	2			
Skilled Craft Workers	2015	0										
	2014	0										
	2013	0										
Service-Maintenance	2015	0										
	2014	0										
	2013	0										
Certain Elected/Appointed Officials	2015	1		1								
	2014	1		1								
	2013	1		1								
<b>TOTAL</b>	2015	12	1	2	0	0	0	4	5	0	0	0
	2014	11	0	2	0	0	0	5	4	0	0	0
	2013	12	1	2	0	0	0	5	4	0	0	0

State and Local Government Information (EEO-4) Report Format

**COMMENTS:**

The Office of Procurement is committed to workforce diversity. Currently, our numbers reflect strong gender and racial diversity across applicable EEO-4 job categories.



**OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
RECOMMENDED BUDGET  
TO COUNTY COUNCIL**

Object Level	FY2016 Approved	FY2017 Recommended	FY2016	
			Approved vs. FY2017 Recommended	% Incr (Decr) over FY2016 Approved
Salaries and Wages	\$834,705	\$814,770	(\$19,935)	-2.39%
Employee Benefits	\$432,780	\$435,792	\$3,012	0.70%
Training and Civic Affairs	\$6,910	\$6,910	\$0	0.00%
Communication and Utilities	\$11,900	\$11,900	\$0	0.00%
Materials and Supplies	\$80,579	\$80,550	(\$29)	-0.04%
Contractual Services	\$272,410	\$272,410	\$0	0.00%
Equipment Replacement	\$0	\$0	\$0	
Fixed Charges	\$0	\$0	\$0	
Land/Structures	\$0	\$0	\$0	
Contingency	\$0	\$0	\$0	
IGS Costs	\$68,194	\$75,124	\$6,930	10.16%
<b>Total without Credits:</b>	<b>\$1,707,478</b>	<b>\$1,697,456</b>	<b>(\$10,022)</b>	<b>-0.59%</b>
IGS Credits	(\$324,680)	(\$325,473)	(\$793)	0.24%
<b>Budget Inclusive of IGS Credits</b>	<b>\$1,382,798</b>	<b>\$1,371,983</b>	<b>(\$10,815)</b>	<b>-0.78%</b>





**NEW CASTLE COUNTY**  
**OFFICE OF PROCUREMENT**  
**PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES**  
**FY2017 BUDGET DETAILS**

Object Level	FY2017 Recommended	\$ Change	% Change
<b>Salaries and Wages :</b>	<b>\$814,770</b>	<b>(\$19,935)</b>	<b>-2.39%</b>
<ul style="list-style-type: none"> <li>▪ Vacancies occurred and were filled at lower steps.</li> <li>▪ Attrition rate of 1%</li> <li>▪ Includes funding for proposed reclassification of one Purchasing Agent to Senior Purchasing Agent.</li> </ul>			
<b>Employee Benefits:</b>	<b>\$435,792</b>	<b>\$3,012</b>	<b>0.70%</b>
<ul style="list-style-type: none"> <li>▪ Reflects a rate of 54.5%</li> </ul>			
<b>Training and Civic Affairs:</b>	<b>\$6,910</b>	<b>\$0</b>	<b>0.00%</b>
<p>Host business forums related to encouraging small, minority-owned, and women-owned businesses to participate in the County bid process.</p> <p>Conduct training and attend seminars onsite or online whenever possible.</p> <ul style="list-style-type: none"> <li>▪ Attend educational seminars:               <ul style="list-style-type: none"> <li>- Travel, parking, tolls, tips, meals \$1,460</li> <li>- Conference and seminar fees, community events \$4,100</li> <li>- Membership fees \$1,350</li> </ul> </li> </ul>			
<b>Communication and Utilities:</b>	<b>\$11,900</b>	<b>\$0</b>	<b>0.00%</b>
<ul style="list-style-type: none"> <li>▪ Postage, overnight express \$6,300</li> <li>▪ Telephone, Cellular, Department-wide data service \$5,600</li> </ul>			
<b>Materials and Supplies:</b>	<b>\$80,550</b>	<b>(\$29)</b>	<b>-0.04%</b>
<ul style="list-style-type: none"> <li>▪ Office supplies, books \$10,130</li> <li>▪ Clothing and uniforms \$500</li> <li>▪ Duplicating and reproduction supplies, paper, computer supplies \$69,920</li> </ul>			



NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2017 BUDGET DETAILS

Object Level	FY2017 Recommended	\$ Change	% Change
<b>Contractual Services:</b>	<b>\$272,410</b>	<b>\$0</b>	<b>0.00%</b>
<ul style="list-style-type: none"><li>▪ Other Professional Services \$24,000</li><li>▪ Repairs, service contracts, records storage, and equipment rentals \$237,310</li><li>▪ Advertising \$8,000</li><li>▪ Printing and related costs \$3,000</li><li>▪ Car wash service \$100</li><li>▪ See page 17 for more detail.</li></ul>			
<b>IGS Costs:</b>	<b>\$75,124</b>	<b>\$6,930</b>	<b>10.16%</b>
<ul style="list-style-type: none"><li>▪ Data Processing/IS \$61,952<ul style="list-style-type: none"><li>- Purchasing \$45,315, Reproduction \$3,327, Distribution \$9,982, and Central Services \$3,328</li></ul></li><li>▪ Photocopies and Printing/Duplicating \$5,600<ul style="list-style-type: none"><li>- Purchasing \$4,450, Central Services \$1,150</li></ul></li><li>▪ Fleet \$7,572 - Mail Truck</li></ul>			



**NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2017 POSITION ADJUSTMENTS**

<b>INCREASE</b>	
<b>#</b>	<b>Title</b>
1	Senior Purchasing Agent
<b>1</b>	<b>TOTAL INCREASE</b>

<b>DECREASE</b>	
<b>#</b>	<b>Title</b>
(1)	Purchasing Agent
<b>(1)</b>	<b>TOTAL DECREASE</b>



**NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2017 NEW/DELETED PROGRAMS/SERVICES**

**NEW PROGRAMS/SERVICES:**

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None

**DELETED PROGRAMS/SERVICES:**

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None



**NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2016 ACCOMPLISHMENTS**

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### **Purchasing**

- Successfully shifted the responsibility of contract construction from Special Services to the Office of Administrative Services.
- Continued to deplete our surplus property by utilizing GovDeals, our online auction service. Since inception in March of 2010 through January 21, 2016, surplus has generated \$1,252,447.
- Held successful auctions for seized and abandoned property for the Department of Public Safety.
- Continued to work with Special Services to clean all broken and unusable surplus items as well as current surplus out of the Gilliam Building.
- Utilized cooperative agreements to maximize purchasing opportunities.
- Partnered with the Division of Visually Impaired to hire a responsible vendor to operate the café in the Government Center.
- Assisted in the transition of Dog Control and Pet Licensing back to the State of Delaware.
- Filled vacancies for Account Clerk II, Budget and Procedures Analyst and Chief Purchasing Agent.

### **Reproduction and Distribution**

- Maintained security protocols for handling all county mail in accordance with USPS mail handling guidelines.
- Provided ongoing training for Technicians on the mail processing system.
- Set up service schedule to ensure mail processing system operates efficiently.
- Continued to promote the print shop and its additional services: laminating, folding, etc.
- Cross trained Administrative Services Technicians in all assigned tasks from Purchasing; Advices of Change, Requisitions, Purchase Orders, Vendor Applications, ordering paper for New Castle County and departmental supplies.
- Purchased uniforms for Administrative Service Technicians to create a unified image so staff will be easily identifiable.

### **Central Services**

- Continued to educate and transition departments to accept scanned records in place of paper files as permanent documents mandated by the Delaware Public Archives in order to reduce our footprint both offsite and onsite.
- Reduced the number of permanent records both off-site at Iron Mountain and on-site by scanning and indexing records into an acceptable State of Delaware “permanent record” format.
- Continued to reduce costs through management of delivery dates for off-site retrievals, increased transfers of permanent records to State archives, and increased on-site secure shredding and records destruction protocols.
- Continued to work with Information Systems with document imaging on all vital and historical records for preservation.
- Ongoing identification and prioritization of record management needs in all New Castle County departments.



**NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2017 CHALLENGES**

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**Purchasing**

- Continue to reduce surplus furniture by organizing and grouping items for favorable auction results.
- Continue to refine Metrics that track savings, local suppliers, and diversity spend.
- Continue to conduct vendor surveys to understand the vendor marketplace and the challenges therein.
- Continue to explore additional outreach opportunities to increase education on how to do business with New Castle County.
- Provide cross training for Purchasing Agents in both Procurement of Goods and Services and Contract Construction and applicable County Code requirements.
- Continue to utilize cooperative agreements to maximize purchasing opportunities.

**Reproduction and Distribution**

- Provide cross training within the Office of Administrative Services for Administrative Services Technicians.
- Maintain security protocols for mail room and mail handling in accordance with USPS mail handling guidelines.

**Central Services**

- Identify and prioritize records management needs in all New Castle County departments (ongoing).
- Work with all departments to scan all documents at creation.
- Reorganize New Castle County records centers to include scanning stations as document imaging expands.
- Increase time line of destruction of paper documents once scanned.

**I. VACANCIES**

**NEW CASTLE COUNTY**  
**OFFICE OF PROCUREMENT**  
**PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES**  
**CURRENT VACANCIES AS OF 4/13/2016**

Title	OCA	# of Positions	Funded?	Date Vacated	Reason for Vacancy
<i>Purchasing</i>					
Purchasing Agent	030401	1	funded	2/22/2016	promoted
<b>Total Vacancies:</b>		<b>1</b>			



## **II. CONTRACTUAL SERVICES**

**New Castle County  
Department of Administration  
Office of Procurement  
Purchasing, Reproduction, Distribution, Central Services  
FY2017 Contractual Services Details**

OCA	OCA Title	Object Level	Object Level 3 Title	FY2017				
				Recommended	Explanation			
030401	Purchasing	5101	Equipment Repairs	\$	700	Equipment repairs		
			5300	Printing and Related Costs	\$	3,000	Printing of envelopes, business cards, etc	
			5406	Other Professional Services	\$	24,000	Government Center café subsidy	
			5800	Advertising	\$	8,000	Advertise bids in News Journal	
		IGS Costs	Subtotal Contractual Services			\$	35,700	
			5900	IS Contrac- Data Processing/IS	\$	45,315		
			5901	IS Contrac- Photocopies	\$	3,000		
			5902	IS Contrac- Printing & Dupli	\$	1,450		
			Subtotal IGS Costs			\$	49,765	
<b>Total Purchasing</b>				\$	<b>85,465</b>			
030402	Central Services	5505	Records Storage	\$	48,000	Offsite storage at Iron Mountain		
			Subtotal Contractual Services			\$	48,000	
		IGS Costs	5900	IS Contrac- Data Processing/IS	\$	3,328		
			5901	IS Contrac- Photocopies	\$	1,000		
			5902	IS Contrac- Printing & Dupli	\$	150		
			Subtotal IGS Costs			\$	4,478	
<b>Total Central Services</b>				\$	<b>52,478</b>			
030420	Reproduction	5101	Equipment Repairs	\$	5,000	Equipment repairs		
			5200	Service Contracts - Other	\$	2,600	Service contracts	
			5502	Dupl. & Reprod. Equip. Rental	\$	178,000	Lease of copiers	
		IGS Costs	Subtotal Contractual Services			\$	185,600	
			5900	IS Contrac- Data Processing/IS	\$	3,327		
Subtotal IGS Costs			\$	3,327				
<b>Total Reproduction</b>				\$	<b>188,927</b>			
030422	Distribution	5101	Equipment Repairs	\$	1,450	Repairs to mail machine not covered by contract		
			5504	Other Equip & Prop Rental	\$	1,560	Mail meter rental	
			5740	Car Wash Service	\$	100	mail truck	
		IGS Costs	Subtotal Contractual Services			\$	3,110	
			5900	IS Contrac- Data Processing/IS	\$	9,982		
			5904	IS Contrac- Fleet Vehicle	\$	7,572		
Subtotal IGS Costs			\$	17,554				
<b>Total Distribution</b>				\$	<b>20,664</b>			
<b>Total Contractual Services</b>				\$	<b>347,534</b>			

**III. BUDGET BY OBJECT CODE**

**NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2017 RECOMMENDED BUDGET**

**2017 Recommended Budget**

<b>Object Level 1</b>	<b>Object Level 3</b>	<b>Procurement</b>
<b>11 Salaries &amp; Wages</b>	1001 Salaries & Wages-Permanent	\$795,809
	1002 Salaries & Wages-Part-Time	\$18,561
	1008 Salaries & Wages-Overtime	\$400
<b>11 Salaries &amp; Wages Total</b>		<b>\$814,770</b>
<b>15 Employee Benefits</b>	1500 Emp. Ben. - Regular Overhead	\$433,718
	1510 Emp. Ben. - Premium Overhead	\$218
	1520 Emp. Ben. - Regular - Part-Time	\$1,856
<b>15 Employee Benefits Total</b>		<b>\$435,792</b>
<b>22 Training/Civic Affairs</b>	2004 Mileage Reimbursements	\$360
	2005 Tolls	\$100
	2006 Parking Fees	\$300
	2007 Tips, ATM charges, misc expense	\$50
	2020 Meals	\$650
	2101 Conference Fees	\$600
	2102 Seminar Fees	\$500
	2301 Membership Dues	\$1,350
	2315 Community Event	\$3,000
<b>22 Training/Civic Affairs Total</b>		<b>\$6,910</b>
<b>23 Communication/Utilities</b>	3100 Postage	\$6,050
	3110 Overnight Express	\$250
	3200 Telephone Service	\$2,300
	3210 Cellular Telephone Service	\$1,850
	3212 Cellular/Wireless Data Svc - Dept-wide	\$1,450
<b>23 Communication/Utilities Total</b>		<b>\$11,900</b>
<b>24 Materials/Supplies</b>	4000 Books and Subscriptions	\$500
	4001 Clothing and Uniforms	\$500
	4101 Office Supplies	\$9,630
	4103 Duplicating & Reproduction Supplies	\$69,800
	4104 Computer Supplies	\$120
<b>24 Materials/Supplies Total</b>		<b>\$80,550</b>

**NEW CASTLE COUNTY  
OFFICE OF PROCUREMENT  
PURCHASING, REPRODUCTION, DISTRIBUTION, CENTRAL SERVICES  
FY2017 RECOMMENDED BUDGET**

**2017 Requested Budget**

<b>Object Level 1</b>	<b>Object Level 3</b>	<b>Procurement</b>
<b>25 Contractual Services</b>	5101 Equipment Repairs	\$7,150
	5200 Service Contracts-Other	\$2,600
	5300 Printing & Related Costs	\$3,000
	5406 Other Professional Services	\$24,000
	5502 Dupl. & Reprod. Equip. Rental	\$178,000
	5504 Other Equipment & Property Rental	\$1,560
	5505 Records Storage	\$48,000
	5740 Car Wash Service	\$100
	5800 Advertising Services	\$8,000
<b>25 Contractual Services Total</b>		<b>\$272,410</b>
<b>30 Intergovernmental Service Charges</b>	5900 IS Contrac-Data Processing/IS	\$61,952
	5901 IS Contrac-Photocopies	\$4,000
	5902 IS Contrac-Printing & Duplicating	\$1,600
	5904 IS Contrac-Fleet-Vehicles	\$7,572
<b>30 Intergovernmental Service Charges Total</b>		<b>\$75,124</b>
<b>32 Intragovernmental Service Credits</b>	5921 IS Credit-Photocopies	(\$235,473)
	5922 IS Credit-Printing & Duplicating	(\$90,000)
<b>32 Intragovernmental Service Credits Total</b>		<b>(\$325,473)</b>
<b>Grand Total</b>		<b>\$1,371,983</b>

**IV. FEE SCHEDULE**

**FY2017 Fee Schedule**  
**Department of Administration, Office of Procurement**  
**Purchasing, Reproduction, Distribution, Central Services**

Item #	Object Code	Revenue Source	Current Fee	Current Fee w/ CPI*	Last Increase	FY2017 Projected Revenue	Comparable Fees	Comments
1	242	Photocopies	\$0.50 per copy	\$0.51	July 2008	5,000		030401 - Copies made in the Recorder of Deeds Search Library. Cost set by Recorder of Deeds.
2	970	Sale of Assets **				20,000		030401 - GovDeals sales for items such as office furniture, office supplies and other items.
<b>Total Projected Revenue</b>						<b>25,000</b>		

\*\* Sale of Assets - Surplus Goods - The Procurement Section coordinates all sales, collects payments, and deposits revenue into the appropriate OCA for all departments.