



OFFICE OF PROCUREMENT

FY2018

RECOMMENDED BUDGET

TO COUNTY COUNCIL

May 15, 2017



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

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recommended	% Incr (Decr) over FY2017 Approved
Salaries and Wages	\$750,082	\$772,989	\$22,907	3.05%
Employee Benefits	\$400,537	\$427,802	\$27,265	6.81%
Training and Civic Affairs	\$6,760	\$6,760	\$0	0.00%
Communication and Utilities	\$11,750	\$11,750	\$0	0.00%
Materials and Supplies	\$79,830	\$59,830	(\$20,000)	-25.05%
Contractual Services	\$224,410	\$224,410	\$0	0.00%
Equipment Replacement	\$0	\$0	\$0	
Fixed Charges	\$0	\$0	\$0	
Land/Structures	\$0	\$0	\$0	
Contingency	\$0	\$0	\$0	
IGS Costs	\$70,646	\$65,142	(\$5,504)	-7.79%
Total without Credits:	\$1,544,015	\$1,568,683	\$24,668	1.60%
IGS Credits	(\$325,473)	(\$327,597)	(\$2,124)	0.65%
Budget Inclusive of IGS Credits	\$1,218,542	\$1,241,086	\$22,544	1.85%



NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 BUDGET DETAILS

Object Level	FY2018 Recommended	\$ Change	% Change
Salaries and Wages :	\$772,989	\$22,907	3.05%
<ul style="list-style-type: none"> ▪ Increase due to merit increases, negotiated raises, and position changes (see position summary). ▪ Attrition rate of 2.5% 			
Employee Benefits:	\$427,802	\$27,265	6.81%
<ul style="list-style-type: none"> ▪ Reflects a rate of 56.58% 			
Training and Civic Affairs:	\$6,760	\$0	0.00%
<ul style="list-style-type: none"> • Host business forums related to encouraging small, minority-owned, and women-owned businesses to participate in the County bid process. • Conduct training and attend seminars onsite or online whenever possible. • Attend educational seminars: <ul style="list-style-type: none"> - Travel, parking, tolls, tips, meals \$1,460 - Conference and seminar fees, community events \$4,100 - Membership fees \$1,200 			
Communication and Utilities:	\$11,750	\$0	0.00%
<ul style="list-style-type: none"> • Postage, overnight express \$6,300 • Telephone, Cellular, Department-wide data service \$5,450 			
Materials and Supplies:	\$59,830	(\$20,000)	-25.05%
<ul style="list-style-type: none"> • Office supplies, books \$9,930 • Clothing and uniforms \$400 • Duplicating and reproduction supplies, paper, computer supplies \$49,500 			



NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 BUDGET DETAILS

Object Level	FY2018 Recommended	\$ Change	% Change
Contractual Services:	\$224,410	\$0	0.00%
<ul style="list-style-type: none">• Other Professional Services \$24,000• Repairs, service contracts, and equipment rentals \$189,310• Advertising \$8,000• Printing and related costs \$3,000• Car wash service \$100			
IGS Costs:	\$65,142	(\$5,504)	-7.79%
<ul style="list-style-type: none">• Data Processing/IS \$54,256<ul style="list-style-type: none">- Purchasing \$41,903, Reproduction \$3,088, Distribution \$9,265• Photocopies and Printing/Duplicating \$4,450 - Purchasing• Fleet \$6,436 - Mail Truck			



**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 POSITION ADJUSTMENTS**

INCREASE	
#	Title
1	Account Clerk III
1	TOTAL INCREASE

DECREASE	
#	Title
(1)	Account Clerk II
(1)	Central Services Technician
(2)	TOTAL DECREASE



**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 NEW/DELETED PROGRAMS/SERVICES**

NEW PROGRAMS/SERVICES:

None

DELETED PROGRAMS/SERVICES:

None



**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2017 ACCOMPLISHMENTS**

Purchasing

- Continued to deplete our surplus property by utilizing GovDeals, our online auction service. Since inception in March of 2010 through December 13, 2016, surplus has generated \$1,472,594.
- Held successful auctions for seized and abandoned property for the Department of Public Safety.
- Continued to work with Special Services to clear all broken and unusable surplus items, as well as current surplus from the Gilliam Building.
- Maintained metrics on diversity/local suppliers by identifying trends. We are currently doing a benchmark study on the Route 9 Library project to help us better understand the construction marketplace. We have accumulated some great data for analysis.
- Expanded our supplier diversity efforts through partnership with the Civic Association and EDIS, the construction management company for the Route 9 Library project. Led three job fairs which connected the trained community workers to the contractor that was awarded bids.
- Participated and presented in various outreach programs for small and minority businesses (Vision Builders and PTAC) to name a few and provided education on how to do business with New Castle County.
- Continued support of departments in their efforts to reduce spending through identification, negotiation and management of the goods and services procured by the County.
- Utilized cooperative agreements to maximize purchasing opportunities.
- Filled vacancies for Purchasing Agent and Budget and Procedures Analyst.

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.
- Created a 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.



**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 CHALLENGES**

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.

I. VACANCIES

**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
CURRENT VACANCIES**

Title	OCA	# of Positions	Funded?	Date Vacated	Reason for Vacancy
<i>Purchasing</i>					
Account Clerk III	030401	1	Funded	12/19/2016	Promoted
Total Vacancies:		1			

II. CONTRACTUAL SERVICES

**New Castle County
Department of Administration
Office of Procurement
Purchasing, Reproduction And Distribution
FY2018 Contractual Services Details**

OCA	OCA Title	Object		FY2018		
		Level	Object Level 3 Title	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
				Subtotal Contractual Services	\$ 35,700	
		IGS Costs	5900	IS Contrac- Data Processing/IS	\$ 41,903	
			5901	IS Contrac- Photocopies	\$ 3,000	
			5902	IS Contrac- Printing & Dupli	\$ 1,450	
				Subtotal IGS Costs	\$ 46,353	
				Total Purchasing	\$ 82,053	
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	\$ 3,088	
				Subtotal IGS Costs	\$ 3,088	
	Total Reproduction	\$ 188,688				
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	\$ 9,265	
			5904	IS Contrac- Fleet Vehicle	\$ 6,436	
				Subtotal IGS Costs	\$ 15,701	
	Total Distribution	\$ 18,811				
Total Contractual Services				\$ 289,552		

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 RECOMMENDED BUDGET**

FY2018 Recommended Budget

Object Level 1	Object Level 3	Procurement
11 Salaries & Wages	1001 Salaries & Wages-Permanent	\$752,075
	1002 Salaries & Wages-Part-Time	\$20,514
	1008 Salaries & Wages-Overtime	\$400
11 Salaries & Wages Total		\$772,989

15 Employee Benefits	1500 Emp. Ben. - Regular Overhead	\$425,525
	1510 Emp. Ben. - Premium Overhead	\$226
	1520 Emp. Ben. - Regular - Part-Time	\$2,051
15 Employee Benefits Total		\$427,802

22 Training/Civic Affairs	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	\$1,200
	2315 Community Event	\$3,000
22 Training/Civic Affairs Total		\$6,760

23 Communications/Utilities	3100 Postage	\$6,050
	3110 Overnight Express	\$250
	3200 Telephone Service	\$2,150
	3210 Cellular Telephone Service	\$1,850
	3212 Cellular/Wireless Data Svc - Dept-wide	\$1,450
23 Communications/Utilities Total		\$11,750

24 Materials/Supplies	4000 Books and Subscriptions	\$500
	4001 Clothing and Uniforms	\$400
	4101 Office Supplies	\$9,430
	4103 Duplicating & Reproduction Supplies	\$49,500
	4104 Computer Supplies	\$0
24 Materials/Supplies Total		\$59,830

**NEW CASTLE COUNTY
OFFICE OF PROCUREMENT
PURCHASING, REPRODUCTION AND DISTRIBUTION
FY2018 RECOMMENDED BUDGET**

FY2018 Recommended Budget

Object Level 1	Object Level 3	Procurement
25 Contractual Services	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	\$0
	5740 Car Wash Service	\$100
	5800 Advertising Services	\$8,000
25 Contractual Services Total		\$224,410
30 Intergovernmental Service Charges	5900 IS Contrac-Data Processing/IS	\$54,256
	5901 IS Contrac-Photocopies	\$3,000
	5902 IS Contrac-Printing & Duplicating	\$1,450
	5904 IS Contrac-Fleet-Vehicles	\$6,436
30 Intergovernmental Service Charges Total		\$65,142
32 Intragovernmental Service Credits	5921 IS Credit-Photocopies	(\$237,597)
	5922 IS Credit-Printing & Duplicating	(\$90,000)
32 Intragovernmental Service Credits Total		(\$327,597)
Grand Total		\$1,241,086

IV. FEE SCHEDULE

FY2018 Fee Schedule
Department of Administration, Office of Procurement
Purchasing, Reproduction and Distribution

Item #	Object Code	Revenue Source	Current Fee	Current Fee w/ CPI*	Last Increase	FY2018 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.
Total Projected Revenue						25,000		

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