



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
				Subtotal Contractual Services	\$ 3,110	
		IGS Costs	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.