

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Purchasing and Fleet Services Dept.

SUBMITTAL DATE:
July 29, 2014

SUBJECT: APPROVAL OF A PROCUREMENT CONTRACT SPECIALIST POSITION [\$135,000
TLMA SPECIAL REVENUE FUND]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and direct the Human Resources Department to add one Procurement Contract Specialist position to the Purchasing Department, and;
2. Approve and direct the Auditor-Controller to make the budget adjustments in Attachment "A."
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-8976 submitted herewith.

BACKGROUND:

Summary

This Form 11 is for the purpose of adding a Procurement Contract Specialist position to the Purchasing Department on behalf of the Transportation and Land Management Agency (TLMA) and making the needed budget adjustments for fiscal year 2015.

(Continued on Page 2)

Lisa Brandl

Lisa Brandl, Director
Purchasing & Fleet Services Dept.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 135,000	\$ 135,000	\$	\$ 135,000	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: TLMA Special Revenue Fund				Budget Adjustment: Yes	
				For Fiscal Year: 2015	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Serena Chow*
Serena Chow

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: *[Signature]* 7/21/14
Susana Garcia-Bocanegra

Departmental Concurrent

Juan C. Perez, Director
Transportation and Land Management

Positions Added
 Change Order

A-30
 4/5 Vote

Prev. Agn. Ref.: N/A

District: N/A

Agenda Number:

3-44

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: APPROVAL OF A PROCUREMENT CONTRACT SPECIALIST POSITION [\$135,000 TLMA
SPECIAL REVENUE FUND]**

DATE: July 29, 2014

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The primary function of Purchasing is to provide materials and services critical to the on-going operations of Riverside County to departments and agencies. Purchasing staff members are involved in obtaining goods and services needed at the most economical cost. They fill a key role in ensuring that State and/or County government code regulations and policies are consistently and fairly applied to the purchasing process, and thus help to protect the County's financial resources. In a period of tough economic times, professional purchasing actions are even more important to negotiate better prices, terms, conditions, and to receive the best value for the dollars spent.

The Purchasing Department has two primary funding sources; Net County Cost (NCC) and direct billing to other departments for dedicated procurement staff. Some County departments enter into agreements with Purchasing to fund procurement positions in return for a funded staff member's exclusive attention to their purchasing needs. Overall, this approach has proven beneficial for both Purchasing and the departments providing funding.

With the number of projects and activities expected this year, the Transportation and Land Management Agency (TLMA) has requested a Contract Procurement Specialist (PCS) to be embedded in their administrative team on a full-time basis in FY 2015 to exclusively handle purchasing activities for the agency. This dedicated position will help expedite purchasing activities, manage expiring contracts, and add efficiency to the procurement process within the department. In exchange, TLMA will reimburse the Purchasing Department the total cost of salary and benefits for the position and the cost of administrative overhead.

Additional Fiscal Information: Budget adjustments to revenue and expense will be needed as reflected in Attachment A.

Attachments: Attachment A
MOU w/TLMA

1 RESOLUTION NO. 440-8976

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on _____ 2014, that pursuant to Section 4(a)(ii) of Ordinance No.
5 440, the Managing Director is authorized to make the following listed change(s), operative on the date of
6 approval, as follows:

<u>Job</u> <u>Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
15813	+1	7300100000	Procurement Contract Specialist

Attachment A

Increase Appropriations:

10000	7300100000	510040 Regular Salaries	\$ 77,000
10000	7300100000	518100 Budgeted Benefits	\$ 32,000
10000	7300100000	524500 Administrative Support	<u>\$ 26,000</u>
		Total	\$ 135,000

Estimated Increased Revenue:

10000	7300100000	778280 Inter - Reimb for Services	\$ 135,000
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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE RIVERSIDE COUNTY PURCHASING DEPARTMENT
AND THE TRANSPORTATION AND LAND MANAGEMENT AGENCY**

Whereas Transportation and Land Management Agency hereafter called TLMA is in need of a more timely response and an increased limit on spending authority, this Memorandum of Understanding (MOU) is entered into with the Riverside County Purchasing Department, hereafter called Purchasing. In order to accomplish the above, TLMA will fund one full-time Procurement Contract Specialist with spending authority of at least \$100,000. The term of this MOU is 07/01/2014 to 06/30/2015, with automatic renewal each fiscal year. If it is not desired to continue, notice of termination Section 5 applies. The following is mutually agreed between the parties mentioned above:

TERMS AND CONDITIONS

1. Position Allocation

- a. TLMA agrees to fund one full-time Procurement Contract Specialists in County Purchasing who will work exclusively on TLMA contracts and purchases. Should the need for full time dedication be reduced, TLMA and Purchasing shall work together to establish a schedule to share the resource and billing will be pro-rated accordingly.
- b. The selection of Individuals to fill these positions will be the joint responsibility of Purchasing and TLMA. If, after a period of time, it is determined to be in the best interest of the County, employee or departments, the individual may be rotated to a different position within the Purchasing department. The movement and replacement individual will be mutually agreeable by both Purchasing and the TLMA.
- c. Purchasing and TLMA will be individually responsible for orienting the PCS to operational policies and procedures.
- d. County Purchasing agrees to the following: (1) ensure that the Procurement Contract Specialist will work exclusively on TLMA contracts and purchases or on County wide contracts where TLMA is the prime user; (2) will work directly with the (department) Contracts and Purchasing Units and (3) allow TLMA to establish priorities.

2. Position Location

- a. The assigned Procurement Contract Specialists will have work space available at both the Purchasing and TLMA facilities.
- b. The Procurement Contract Specialists will report directly to County Purchasing. "It is understood by both parties that the Procurement Contract Specialists may spend a small amount of time at the Purchasing department for staff and training meetings and other TLMA business related work, however, the majority of the time the PCS will report directly to an office located at the TLMA administration facility. For purchasing related functions, policies and procedures, the employee will at all time be under the direct supervision and control of the Director of County Purchasing or his/her designee. The overall supervision of the PCS shall be shared by both departments, including employee evaluation, approval of time off or overtime worked.

- c. Purchasing and TLMA shall be responsible to provide the necessary equipment, i.e., computers, phones, etc, for the PCS to function at their respective locations.

3. Funding

- a. TLMA shall pay actual salary, benefits, and a prorata share of overhead for this position allocation for all time periods when the position is filled. For budgetary purposes, the **estimated annual** cost for fiscal year 2013/2014 will be \$135,000 (\$64.90 hourly) per position and is dependent on the actual salary step level of the actual filling this position. This agreement includes a standard escalation clause, which will approximate the nominal salary and benefit increases for the occupant of the position which will be reflected in the hourly rate at the time the increases occur. The position will be billed to 20200-31002-537220. Billing will be done quarterly, in arrears, based on the actual hours during the MOU period of performance. If work is required outside of normal working hours it will be billed at the overtime rate and identified separately.
- b. This MOU is valid only if sufficient funds are made available to TLMA for FY13/14 and subsequent renewal periods. In addition, this MOU is subject to any additional restrictions, limitations, or conditions enacted by any statute, which may affect the funding of this MOU in any manner.

4. Amendments

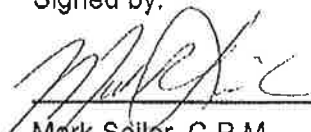
- a. This MOU may be amended by written mutual consent of both parties. The amendment shall be in writing and signed by both parties hereto, and no oral understanding not incorporated, herein, shall be binding on any of the parties hereto.

5. Termination

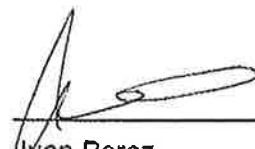
- a. In the event the person assigned Procurement Contract Specialist in this position terminates, this MOU will not terminate.
- b. Normal term of this agreement is one year. Either County Purchasing or TLMA may terminate this MOU. Written notice must be given at least 90 days prior to renewal. No cause termination is acceptable.

This Memorandum of Understanding is not in effect or enforceable until signed by all parties. Upon signature, each Department will be responsible for informing their line staff of this MOU and issuing any needed directive for implementation of this MOU.

Signed by:



Mark Sella, C.P.M. 7-9-14
Date
Assistant Director
Purchasing and Fleet Services Departments
County of Riverside



Juan Perez 7/14/14
Date
Director
Transportation & Land Management Agency
County of Riverside