

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

420



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
June 23, 2015

SUBJECT: Approval of a Procurement Contract Specialist Position Funded by the Department of Waste Resources; and Amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-9005. [\$135,000 ongoing]; Department of Waste Resources Fund 100%; All Districts

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;
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9005; and,
3. Approve and direct the Auditor-Controller to adjust the FY15/16 budget according to Attachment A.

BACKGROUND:

Summary

This Form 11 is for the purpose of adding a Procurement Contract Specialist position to the Purchasing Department on behalf of the Department of Waste Resources for fiscal year 2015/16.

(Continued on page 2)

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: Susana Garcia-Bocanegra 6/25/15
Susana Garcia-Bocanegra

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	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Department of Waste Resources 100%	Budget Adjustment: Yes
	For Fiscal Year: 15/16

C.E.O. RECOMMENDATION:

APPROVE

BY: Ivan M. Chand 6/25/2015
Ivan M. Chand

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- Positions Added
- 4/5 Vote
- Change Order
- []

Prev. Agn. Ref.:

District: A11

Agenda Number:

3-13

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of a Procurement Contract Specialist Position Funded by the Department of
Waste Resources; and Amend Salary Ordinance No. 440 Pursuant to Resolution No. _____.
[\$135,000 ongoing]; Department of Waste Resources Fund 100%; All Districts
DATE: June 23, 2015
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 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. This approach has proven beneficial to both Purchasing and the departments providing funding.

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

As the request for the position was initiated after Purchasing's FY15/16 budget submittal we are requesting the attached budget adjustment be included in the final FY15/16 budget. The position will be 100% funded by the Department of Waste Resources. There is no impact to the general fund.

SUPPLEMENTAL:

Additional Fiscal Information

Attachments: Resolution
Budget Adjustment
MOU

Attachment A

Increase Appropriations:

10000	7300100000	510040 Regular Salaries	\$ 77,400
10000	7300100000	518100 Budgeted Benefits	\$ 31,500
10000	7300100000	524500 Administrative Support - Direct	\$ 26,100
		Total	<u>\$ 135,000</u>

Increase Intrafund Transfers:

10000	7300100000	572900 Inter - Intra-Personnel	\$ 135,000
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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE RIVERSIDE COUNTY PURCHASING DEPARTMENT
AND THE DEPARTMENT OF WASTE RESOURCES**

Whereas Riverside County Department of Waste Resources hereafter called (DWR) 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, DWR will fund one full-time Procurement Contract Specialist with spending authority of at least \$100,000. The term of this MOU is July 1, 2015 to June 30, 2016, 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. DWR agrees to fund one full-time Procurement Contract Specialists in County Purchasing who will work exclusively on DWR contracts and purchases. Should the need for full-time dedication be reduced, DWR 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 DWR. 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 DWR.
- c. Purchasing and DWR 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 DWR contracts and purchases or on County wide contracts where DWR is the prime user; (2) will work directly with the DWR Contracts and Purchasing Units and (3) allow DWR to establish priorities.

2. Position Location

- a. The assigned Procurement Contract Specialists will have work space available at both the Purchasing and DWR facilities.
- b. The Procurement Contract Specialists will report directly to County Purchasing. "It is anticipated that 10% of the time, (daily contacts and meetings), the Procurement Contract Specialists will report directly to the Purchasing facility and about 90% of the time the Procurement Contract Specialist will report directly to an office located at the DWR administration facility. The employee will at all times be under the direct supervision and control of the Director of County Purchasing or his/her designee."

