

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

924



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
January 8, 2015

**SUBJECT:** Approval of a Procurement Contract Specialist Position to be funded by Probation Department; and Amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-8992. [\$45,000 total] [\$135,000 ongoing] Probation Department Funds/General Fund 23%, AB109 58%, JJCPA 12%, and CCPIA 7%.

**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 Salary Ordinance No. 440 pursuant to Resolution No. 440-8992 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 Probation Department 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)
<b>COST</b>	\$ 45,000	\$	\$	\$ 135,000	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET COUNTY COST</b>	\$	\$	\$	\$	
<b>SOURCE OF FUNDS:</b> General Fund 23%, AB109 58%, JJCPA 12%, and CCPIA 7%.				<b>Budget Adjustment:</b> Yes	
				For Fiscal Year: 14/15	

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Ivan M. Chand*  
Ivan M. Chand 1/23/2015

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-8992 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Benoit and Ashley  
Nays: None  
Absent: None  
Date: February 3, 2015  
xc: HR, Purchasing, Auditor

Kegia Harper-Ihem  
Clerk of the Board  
By: *Kegia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: N/A | District: N/A | Agenda Number:

**3-10**

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: *Esteban Hernandez*  
1/23/15  
Departmental Concurrence

Approved by Michael T. Stock  
Asst. County Executive Officer/  
Human Resources Director

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

**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 to both Purchasing and the departments providing funding.

With the number of projects and activities expected this year, the Probation Department 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, manage expiring contracts, and add efficiency to the procurement process within the department. In exchange, Probation 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: 1. Attachment A  
2. MOU with Probation Dept.  
3. Resolution

**Attachment A**

**Increase Appropriations:**

10000	7300100000	510040 Regular Salaries	\$ 25,800
10000	7300100000	518100 Budgeted Benefits	\$ 10,500
10000	7300100000	524500 Administrative Support	\$ 8,700
		Total	<u>\$ 45,000</u>

**Increase Intrafund Transfers:**

10000	7300100000	572900 Inter - Intra-Personnel	\$ 45,000
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FRONTIER COUNTY, COLORADO - DEPARTMENT OF INFORMATION TECHNOLOGY - 2018-2019 BUDGET - APPROPRIATIONS

1 RESOLUTION NO. 440-8992

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on February 3, 2015, that pursuant to Section 4(a)(ii) of Ordinance  
5 No. 440, the Director of Purchasing and Fleet Services is authorized to make the following listed  
6 change(s), operative on the date of approval, as follows:

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

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11 ROLL CALL:

12 Ayes: Jeffries, Tavaglione, Benoit and Ashley  
13 Nays: None  
14 Absent: None

15 The foregoing is certified to be a true copy of a resolution duly  
16 adopted by said Board of Supervisors on the date therein set forth.

17 KECIA HARPER-IHEM, Clerk of said Board

18 By 

19 Deputy

20 /kc

21 12/23/2014

22 440 Resolutions\KC

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**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE RIVERSIDE COUNTY PURCHASING DEPARTMENT  
AND THE RIVERSIDE COUNTY PROBATION DEPARTMENT**

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Whereas the Riverside County Probation Department, hereafter called Probation 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, Probation will fund one full-time Procurement Contract Specialist (PCS) with spending authority of at least \$100,000. The term of this MOU is 11/01/2014 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:

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**TERMS AND CONDITIONS**

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**1. Position Allocation**

- a. Probation agrees to fund one full-time PCS in Purchasing who will work exclusively on Probation contracts and purchases. Should the need for full time dedication be reduced, Probation 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 Probation. 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 Purchasing. The movement and replacement individual will be mutually agreeable by both Purchasing and Probation.
- c. Purchasing and Probation will be individually responsible for orienting the PCS to operational policies and procedures.
- d. Purchasing agrees to the following: (1) ensure that the PCS will work exclusively on Probation contracts and purchases or on County-wide contracts where Probation is the prime user; (2) will work directly with the Probation Contracts and Purchasing Units; and (3) allow Probation to establish priorities.

**2. Position Location**

- a. The assigned PCS will have work space available at both the Purchasing and Probation facilities.
- b. The PCS will report directly to Purchasing. It is anticipated that 10% of the time, (daily contacts and meetings), the PCS will report directly to the Purchasing facility and approximately 90% of the time the PCS will report directly to an office located at the Probation administration facility. The

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employee will at all times be under the direct supervision and control of the Director of Purchasing or his/her designee.

- c. Purchasing and Probation 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. Probation 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 not-to-exceed, annual cost for fiscal year 2014/2015 will be \$130,520 (\$62.57 hourly) per position and is dependant on the salary step level of the actual person 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 **525140-10000-2600700000**. 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 Probation for fiscal year 2014/2015 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 to this PCS position terminates, this MOU will not terminate.
- b. Normal term of this agreement is one year. Either Purchasing or Probation may terminate this MOU. Written notice must be given at least 90 days prior to renewal. No cause termination is acceptable.

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

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10 *Lisa Brandl* *10/30/14* *Mark A. Hake* *10-21-14*  
11 Lisa Brandl Date Mark A. Hake Date  
12 Director Chief Probation Officer  
13 Purchasing and Fleet Services Departments Probation Department  
14 County of Riverside County of Riverside