

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



**ITEM: 3.15
(ID # 26886)**

MEETING DATE:
Tuesday, January 14, 2025

FROM : PURCHASING AND FLEET SERVICES

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of the Purchasing General Support Services (GSS) Rates for FY 25/26, All Districts. [\$0, 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Directors:

1. Approve the Purchasing General Support Services rates for FY 25/26 as shown in Attachment A.

ACTION:4/5 Vote Required


Meghan Hahn, Director of Procurement 12/30/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 14, 2025
xc: Purchasing

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Departmental Budget 100%			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This item is for the purpose of approving Purchasing rates for the Procurement Card Program Fee and the MOU Support Fee (for departments utilizing dedicated staff support) for internal customers for FY 25/26.

Procurement Card Program Fee: Purchasing's role in administering, processing, and monitoring the Procurement Card Program is essential to ensuring the program's accountability, efficiency, and alignment with county policies. As the program has grown over time, the complexity of managing it effectively requires dedicated resources, including the need for a full-time employee (FTE) to maintain the program. Originally launched as a pilot in 2001 with Board of Supervisors approval, the program was designed to improve purchasing flexibility for smaller, frequent purchases across five departments with 45 initial cardholders. The pilot's success led to an expansion in 2002, adding eight more departments and increasing cardholders to 79 with an estimated annual spend of \$640,000. Since then, the program has continued to grow to meet department needs and today supports 593 active cardholders across various departments, with a collective open credit limit of \$12,749,500 annually.

Purchasing is responsible for administering the program, which includes issuing, managing, and setting spending limits for procurement cards. This responsibility requires centralized oversight to ensure that the program operates within the county's policies and financial controls. Purchasing's role allows for a consistent approach to monitoring card usage and authority limits, ensuring compliance with purchasing policies, and identifying any potential misuse. This oversight is critical given the program's large volume of transactions and high annual spending limit.

This item seeks formal approval of an increase to the fee, as despite consistent program growth and oversight needs, it has not been increased since its inception in 2001. The proposed Procurement Card Program Fee is \$95.09, increasing from the current fee of \$45.00.

MOU Support Fee: Procurement Contract Specialists (PCSs) work closely with departments to manage procurement processes of each department. They provide support in areas like sourcing, contract negotiation, vendor management, and compliance, ensuring that departments

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can obtain needed goods and services quickly and in alignment with regulatory standards. The dedicated PCS model enables faster response times, deeper familiarity with departmental needs, and closer alignment with each department's strategic goals. For all other county departments without dedicated support, the Central Purchasing PCSs offer comprehensive support from within the Purchasing Department. Due to the growth of the Purchasing Division and the increasing complexity of procurement needs, the department completed a reorganization to enhance support and oversight capabilities. This reorganization added five Supervising Procurement Contract Specialists responsible for overseeing, training, and managing both the dedicated and Central Purchasing PCSs. The supervisors provide essential guidance, ensuring consistent quality, compliance, and adherence to best practices across all purchasing activities. They also support professional development for PCSs, helping them stay current with procurement trends, policies, and systems to better serve county departments.

The Purchasing Department has 33 dedicated PCSs who are assigned directly to county departments with significant and specific procurement needs. Departments with dedicated staff reimburse Purchasing the direct salary and benefit costs for their assigned staff, in addition to a support fee. The support fee covers central administration and supervisory oversight of the dedicated staff and has been included in internal MOUs since the establishment of the dedicated PCS model.

This item seeks formal approval of the fee and its inclusion in existing and future MOUs related to this staffing. The proposed MOU Support Fee is \$16.60, increasing from the current fee of \$11.33.

Impact on Residents and Businesses

There is no direct impact on residents and businesses as these rates are relative to County departments.

ATTACHMENTS:

Attachment A – Proposed FY 25/26 Purchasing Rates


Veronica Santillan, Principal Management Analyst 1/7/2025

County of Riverside
Purchasing & Fleet Services Department
FY25/26 Purchasing Department

Attachment A – Purchasing Rates

Service	FY 24/25 Rates	FY 25/26 Proposed Rates
Procurement Card Usage Rate	\$ 45.00	\$ 95.09
MOU Support Fee	\$ 11.33	\$ 16.60