

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



ITEM: 3.13  
(ID # 29654)

**MEETING DATE:**  
Tuesday, January 13, 2026

**FROM :** PURCHASING AND FLEET SERVICES

**SUBJECT:** PURCHASING AND FLEET SERVICES: Approval of the Purchasing General Support Services (GSS) Rates for FY 2026/27, All Districts. [\$0, 100% Departmental Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Purchasing General Support Services rates for FY 2026/27 as shown in Attachment A.

**ACTION:**Policy

  
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Meghan Hahn, Director of Procurement 12/29/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Washington 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 13, 2026  
xc: Purchasing

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: Departmental Budget 100%</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	<b>26/27</b>

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

**BACKGROUND:**

**Summary**

This item is for the purpose of establishing Purchasing rates for customers departments for FY 26/27. As a General Services Support (GSS) function, the Purchasing Division partially offsets its General Fund contribution by recovering costs through rates for specifically designated components of its procurement programs. These rates are designed to support essential purchasing services that benefit County departments while promoting transparency, cost accountability, and efficient service delivery.

In developing the FY 2026/27 rates, Purchasing considered historical expenditure trends, staffing requirements, and the need to maintain consistent service levels across departments. Maintaining stable rates supports predictable budgeting for customer departments while allowing Purchasing to continue delivering effective procurement services and maintaining strong internal controls.

Purchasing requests approval to maintain the current Procurement Card (P-Card) Program rate and Service Level Agreement (SLA) Support Fee for FY 2026/27. Both fees will remain unchanged, reflecting Purchasing's continued commitment to cost stability, operational efficiency, and high-quality service delivery for County departments.

**Procurement Card Program Fee:** The Purchasing Department administers and audits the County's P-Card Program, which enables departments to make timely, low-dollar purchases while reducing administrative workload. Since its pilot launch in 2001, the program has expanded from 45 cardholders in five departments to 603 active cardholders countywide, with a combined annual credit capacity of approximately \$13.8 million.

Purchasing oversees all aspects of the program, including card issuance, spending limits, policy compliance, training, and monitoring. A dedicated full-time employee supports program administration and oversight to ensure accountability and internal controls. This oversight is critical given the program's large volume of transactions and high annual spending limit.

The P-Card Program Fee will remain flat at \$95.09 per card annually for FY 2026/27. This rate does not fully recover staffing costs; however, Purchasing will absorb the difference through internal efficiencies and anticipated salary savings. Maintaining the current rate supports departmental purchasing flexibility while minimizing cost impacts. However, the

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lack of full cost recovery may result in some service impacts, including reduced capacity for program enhancements, limited flexibility to address workload spikes, and potential delays in implementing additional training or system improvements.

**SLA 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 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. A team of Supervising Procurement Contract Specialists are 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 department currently supports and maintains 34 dedicated PCS positions, reflecting continued growth in department-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 supervisory and management oversight of the dedicated staff and has been included in internal SLAs since the establishment of the dedicated PCS model.

The SLA Support Fee will remain flat at \$16.60 per hour for FY 2026/27. While this rate does not fully offset rising labor, benefit, and overhead costs, Purchasing will absorb the shortfall through workload management and internal efficiencies. However, the lack of full cost recovery may result in some service impacts, including reduced capacity for supervisory support, limited flexibility to respond to increased departmental demand, and potential delays in process improvements, training initiatives, or service enhancements.

**Impact on Residents and Businesses**

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

**ATTACHMENTS:**

**Attachment A – Proposed FY 26-27 Purchasing Rates**

  
Rene Casillas, Internal Audits Chief

12/30/2025

  
Veronica Santillan, Principal Management Analyst

1/5/2026

**County of Riverside**  
**Purchasing & Fleet Services Department**  
**FY26/27 Purchasing Division Rates**

**Attachment A**

<b>Service</b>	<b>FY 25/26 Rates</b>	<b>FY 26/27 Proposed Rates</b>
Procurement Card Usage Rate	\$ 95.09	\$ <b>95.09</b>
SLA Support Fee	\$ 16.60	\$ <b>16.60</b>