

*Fairfax County, Virginia*



## ***LINES OF BUSINESS***

*March 2016*

### **DEPARTMENT OF PROCUREMENT AND MATERIAL MANAGEMENT**

*County Lines of Business (LOBs)  
Presentation to the Board of Supervisors*



[www.fairfaxcounty.gov/budget/2016-lines-of-business.htm](http://www.fairfaxcounty.gov/budget/2016-lines-of-business.htm)



# OUTLINE OF TODAY'S PRESENTATION

1. Department Overview
2. Individual LOBs High Level Summary
  1. Relation to the County Vision Elements
  2. Metrics
  3. Trends and Challenges
3. Looking Forward
4. Discussion

*Note: See **[www.fairfaxcounty.gov/budget/2016-lines-of-business.htm](http://www.fairfaxcounty.gov/budget/2016-lines-of-business.htm)** to access all LOBs documents and presentations.*



# DEPARTMENT OVERVIEW

## **Mission:**

Effectively deliver County mission capability through the contracting of critical supplies and services that is based on integrity and sound business decisions.

Effectively manage the warehouse and distribution services to support County department operations and regional emergency response.

## **Vision:**

To maintain our status as a national leader in the procurement industry by continuing to create strategic partnerships with County departments and suppliers to secure quality goods and services in a timely manner at a reasonable cost, while ensuring that all procurement actions are conducted fairly, impartially, and in accordance with legal requirements.

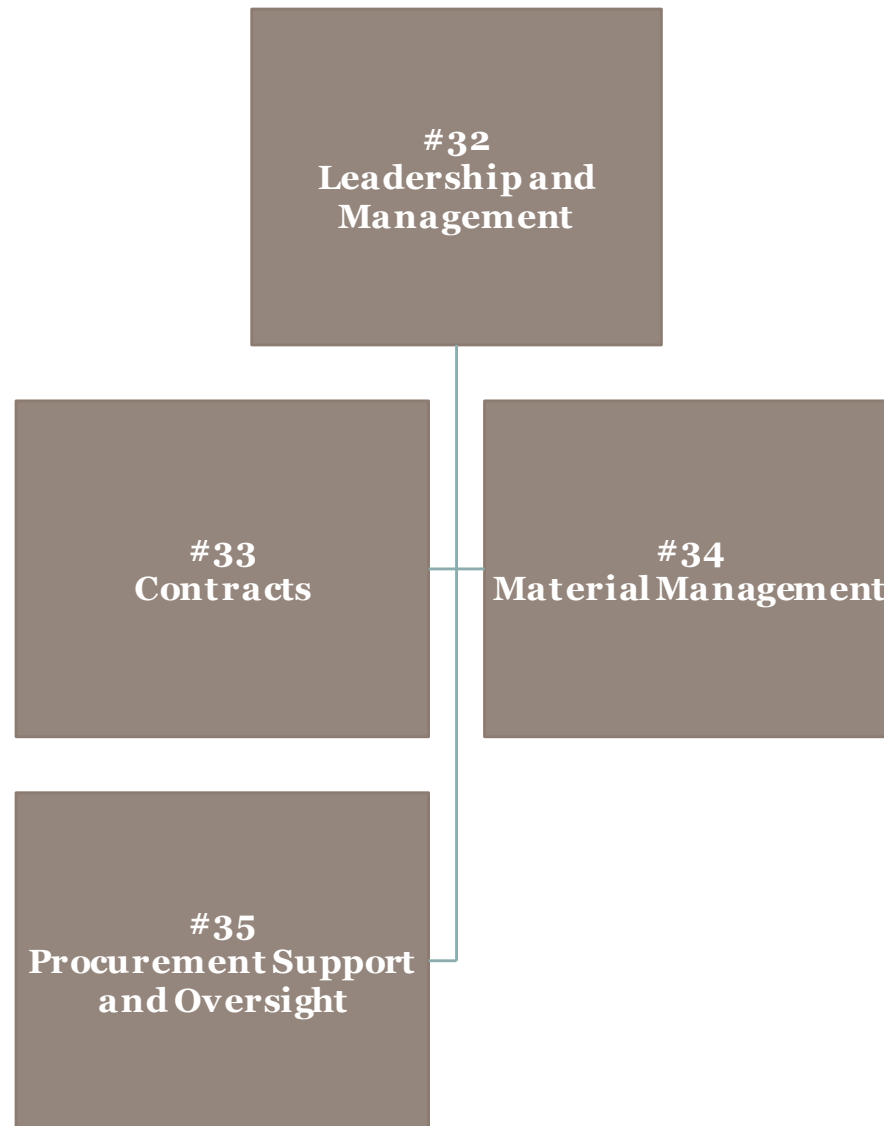


# DEPARTMENT RESOURCES

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>FUNDING</b>			
<b><u>Expenditures:</u></b>			
Compensation	\$3,013,281	\$3,092,545	\$3,340,037
Operating Expenses	1,718,404	1,550,993	1,592,540
Work Performed for Others	(288,803)	(288,803)	(288,803)
<b>Total Expenditures</b>	<b>\$4,442,882</b>	<b>\$4,354,735</b>	<b>\$4,643,774</b>
<b>General Fund Revenue</b>	<b>\$1,581,792</b>	<b>\$1,885,468</b>	<b>\$1,581,792</b>
<b>Net Cost/(Savings) to General Fund</b>	<b>\$2,861,090</b>	<b>\$2,469,267</b>	<b>\$3,061,982</b>
<b>POSITIONS</b>			
<b>Authorized Positions/Full-Time Equivalents (FTEs)</b>			
<b><u>Positions:</u></b>			
Regular	48 / 48	50 / 50	49 / 49
<b>Total Positions</b>	<b>48 / 48</b>	<b>50 / 50</b>	<b>49 / 49</b>



# LOBS AT A GLANCE





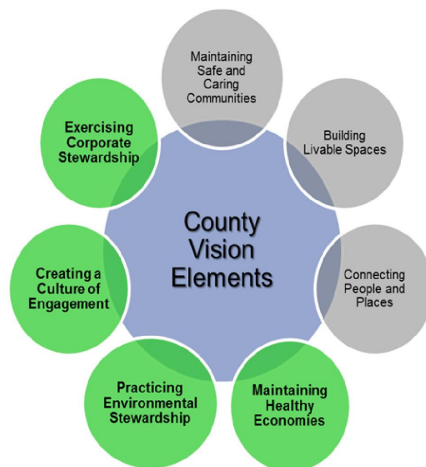
# LOBS SUMMARY TABLE

LOB #	LOB Title	FY 2016 Adopted	
		Disbursements	Positions
32	Leadership and Management	\$616,543	7
33	Contracts	1,520,605	19
34	Material Management	596,486	13
35	Procurement Support and Oversight	1,910,140	10
<b>Total</b>		<b>\$4,643,774</b>	<b>49</b>



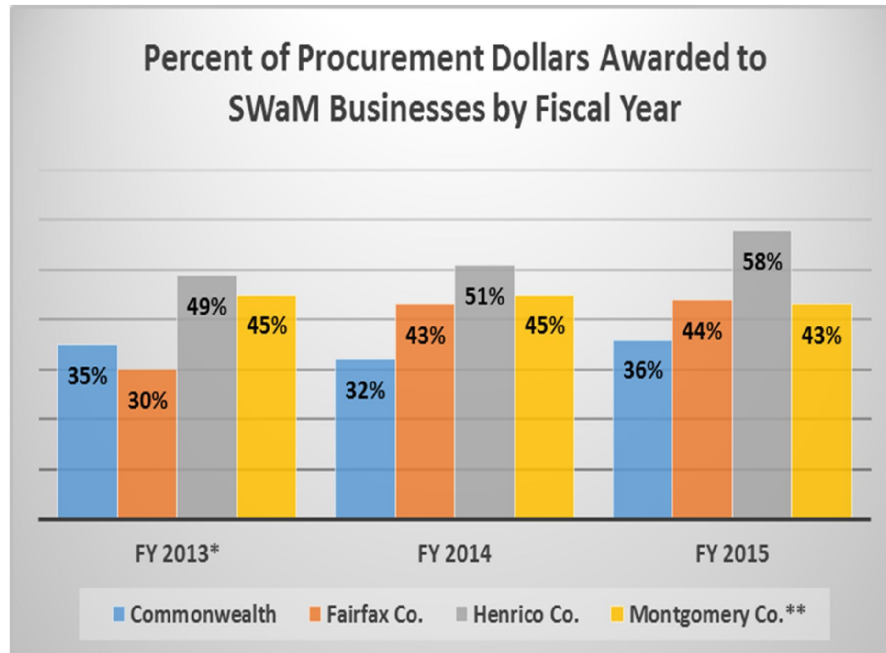
## # 32 LEADERSHIP & MANAGEMENT SUMMARY

The Chief Procurement Officer (CPO) is the County's Senior Procurement Executive. The CPO is the business advisor to County leadership and is responsible for providing procurement leadership, policy, oversight, and contract support to County departments and Fairfax County Public Schools.



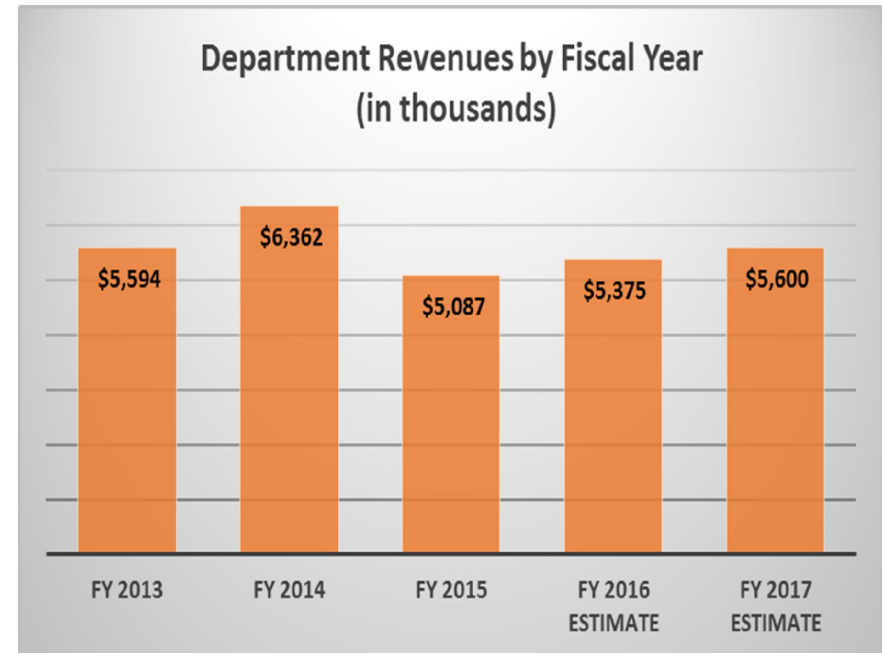


# METRICS



\*Due to the implementation of a new system in FY 2013, only partial data was attainable for Fairfax County.

\*\*Montgomery County uses Local numbers within their data.



# TRENDS AND CHALLENGES

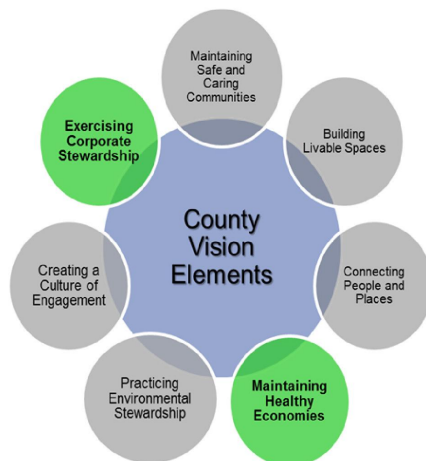
- Professional staff recruitment, retention and succession planning



## # 33 CONTRACTS SUMMARY

To facilitate and deliver timely and efficient procurement of supplies, materials, equipment and services\* required for County government operations. Through fair and open competitive processes, DPMM offers opportunities to the business community to participate in the County's procurement process and foster strategic business partnerships with the vendors.

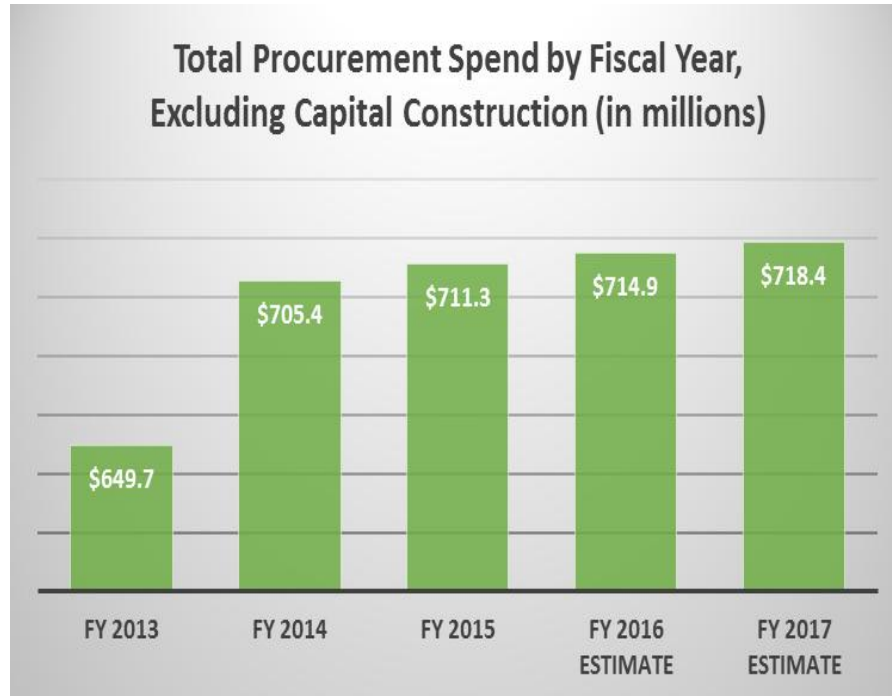
*\* Except capital construction and related architectural and engineering services*







## METRICS



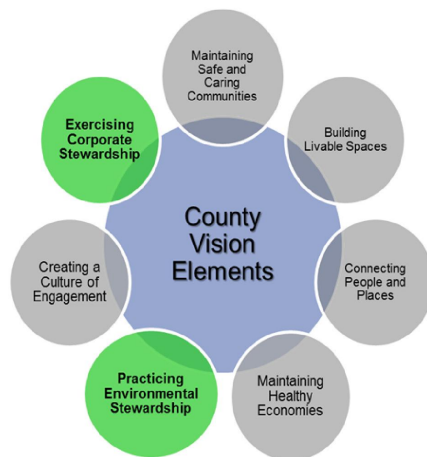
## TRENDS AND CHALLENGES

- Sustainable purchasing
- Use of spend analytics



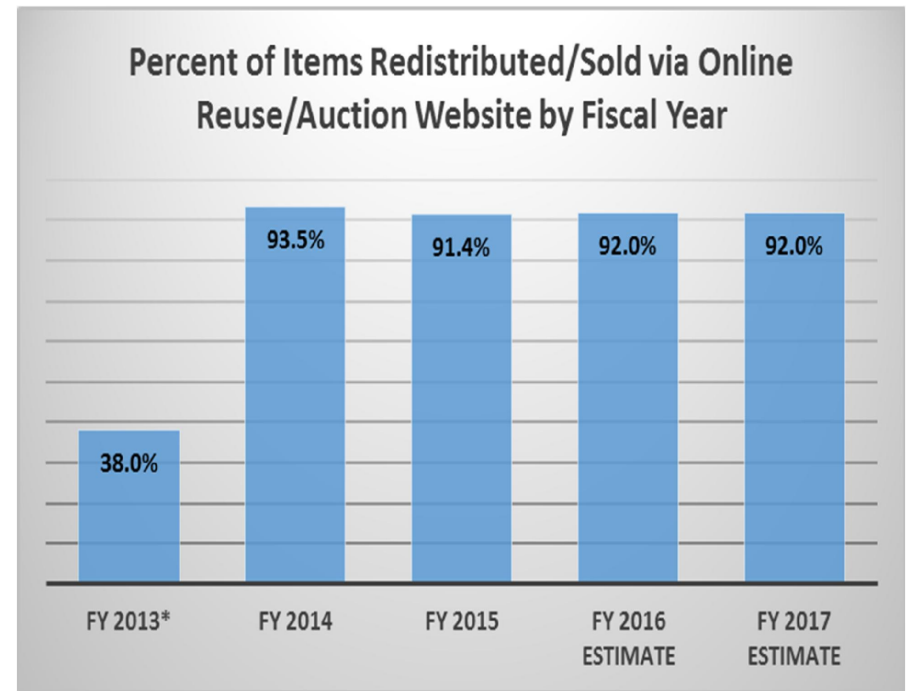
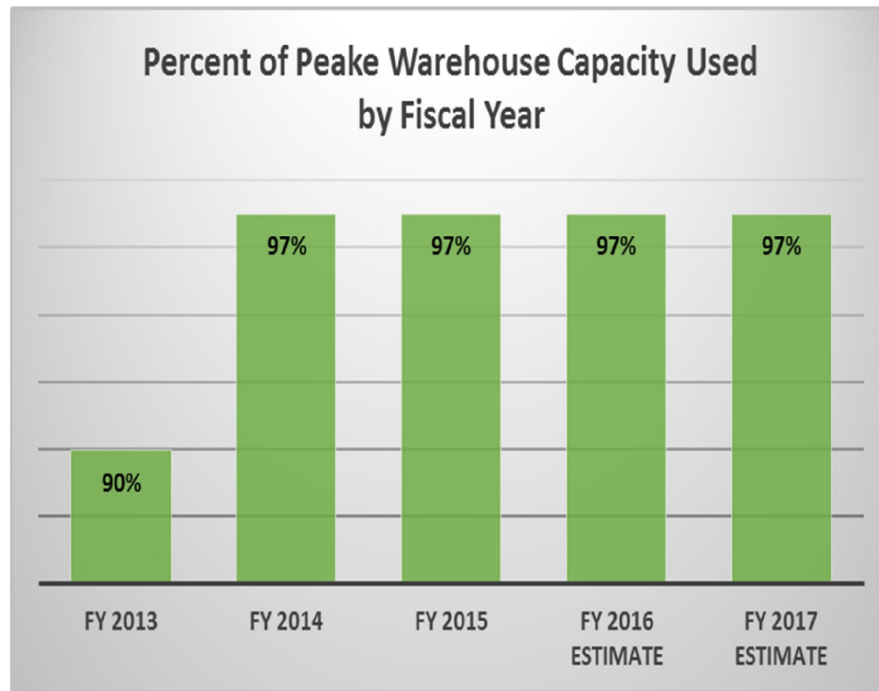
## # 34 MATERIAL MANAGEMENT SUMMARY

Working from the Springfield Warehouse, this business area serves as the central receiving and distribution point for supplies and equipment and provides short and long-term storage for all County departments. The Fairfax County Public Library's Book Distribution Program is managed by this business area. This LOB also manages the County's excess and surplus property program ensuring best use disposition (redistribution, recycling, sale, or disposal). This business area also serves a vital role in emergency response at the local, state and regional levels.





# METRICS



\*The website went live in November of FY 2013.

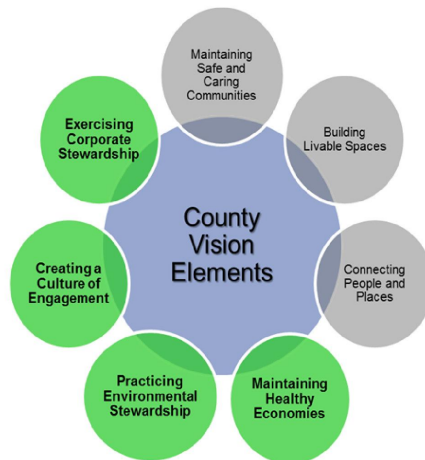
## TRENDS AND CHALLENGES

- Material management technology
- Surplus inventory



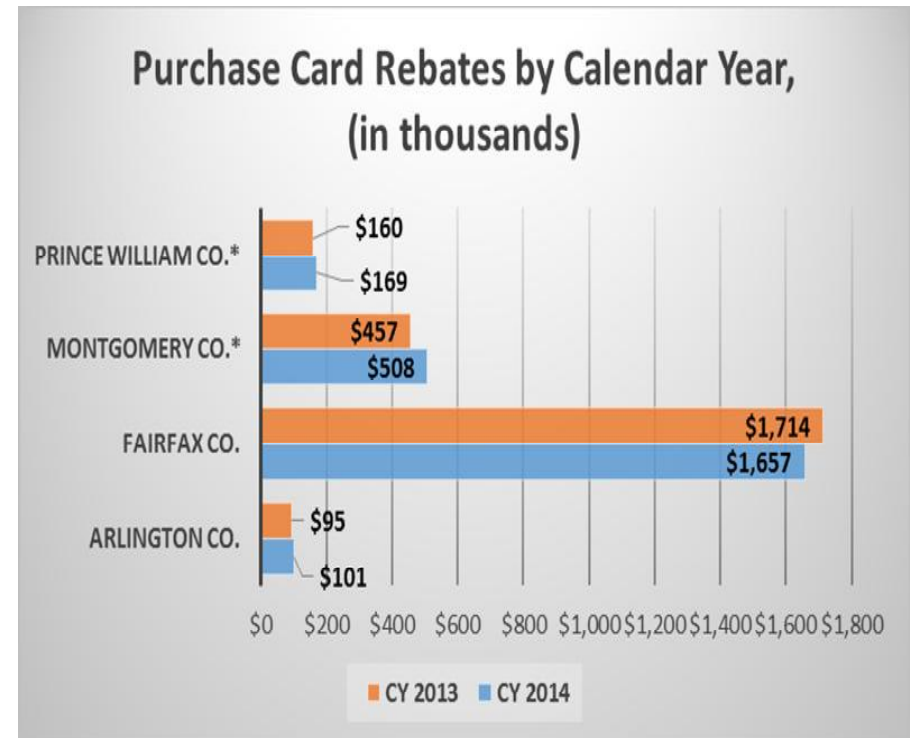
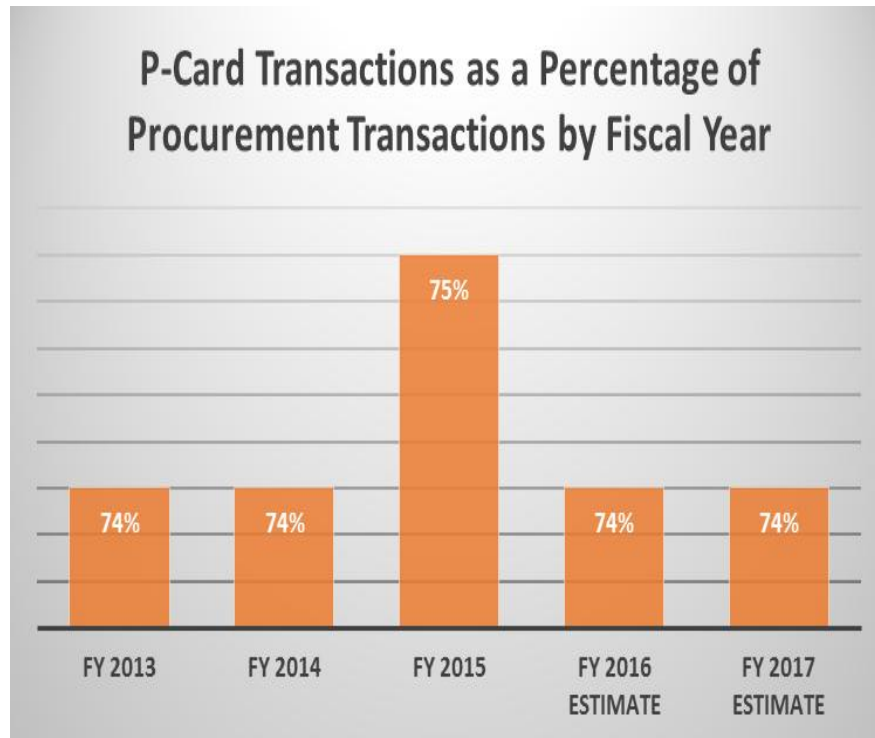
## # 35 PROCUREMENT SUPPORT & OVERSIGHT SUMMARY

The Procurement Support & Oversight (PS&O) business area supports an array of procurement-related programs, the purpose of which is to provide procurement support to internal and external customers including vendors, user departments and DPMM's Contracts staff. PS&O gathers several diverse procurement functions on one team and achieves efficiencies by leveraging the synergies between each program.





## METRICS



## TRENDS AND CHALLENGES

- Procurement technology



# LOOKING FORWARD



- Workforce – continued growth in professionalizing the department workforce, implementing methods to obtain procurement savings, and recruit the next generation of contract professionals.
- Technology – identify and implement procurement systems to enable the efficient acquisition of supplies and services in support of contract operations and provide for the accurate and timely reporting of County-wide procurement information. Procurement systems provide the contract workforce with the tools to better ensure data quality, data sharing, and transparency.
- Strategic Sourcing- expanding the program to enable the County to leverage its buying power for commonly used products and services.
- Collaborative/Cooperative Procurement: develop collaborative relationships and partner with other public sectors to develop business relationships and solutions that optimize value for the County.
- Small, Women and Minority Owned Businesses - continued commitment to providing maximum opportunities to small businesses in the County marketplace.
- Customer Satisfaction Survey - to gauge the Department's delivery of quality service across the County.



# DISCUSSION

