

Fiscal Year 2009/2010 Budget Highlights and Goals

Purchasing

FY2009 Highlights

PURCHASING:

- Continued to provide professional training for department employees.
- Continued to monitor and seek ways to improve best practices for procurement for other County departments.
- Pursued new methodology and functionality of procurement of goods and services during economic downturn.
- Instituted more "Green" procurement methods and developed "Green" office supply preferences.
- Processed approximately 2800 purchase orders for appointed and elected departments totaling over \$170,000,000.00.
- Developed, supervised and conducted formal bid/RFP openings for appointed and elected departments represented in total above.

MAILROOM:

- Continued to provide professional training for department employees to lower postage costs for County.
- Continued to provide education and institute procedures for other County departments to reduce postage budget

FY2010 Goals

PURCHASING:

- Continue to monitor all construction contracts to bring projects in under budget and in time for McHenry County facilities.
- Continue to provide specialized training for department staff.
- Assist in development of County Green Team.
- Continue to develop and implement cost saving measures for County Departments.
- Continue to assist County departments with tools needed to obtain best value on goods and services.
- Investigate possibility of on-line auctions to dispose of County surplus.

MAILROOM:

- Provide professional training for department employees to lower postage costs for County.
- Provide education and institute procedures for other County departments to reduce postage budget.