

Fiscal Year 2012/2013 Budget Highlights and Goals

Purchasing

FY2012 Highlights

Purchasing:

- Monitored all construction contracts to bring projects in under budget and in time for McHenry County Facilities
- Provided specialized procurement training for Purchasing Staff
- Developed, monitored and implemented cost saving measures for County Departments
- Provided procurement assistance for all County departments with tools needed to obtain the best value on goods and services
- Provided a vendor outreach event to educate potential vendors on how to do business with County government
- Processed approximately 2950 purchase orders for appointed and elected departments totaling over \$170,000,000.00
- Participated in auction of surplus materials with McHenry County Council of Governments

Mailroom:

- Provided education and instituted procedures for County departments to reduce postage costs
- Successfully cross-trained Purchasing Administrative Assistant to assist in the mailroom when needed

FY2013 Goals

- Publish Procurement Procedure Manual for County Departments
- Provide to County Departments a Procurement Guide for better understanding of the procurement process and requirements
- Enhance personnel training and development
- Review best practices, pricing and services to all appointed and elected County departments
- Continue to provide more vendor outreach and development, training and monitor performance of new potential vendors to the County
- Provide more assistance with contract management for County contracts

Mailroom:

- Review of mailroom procedures for time and cost saving measures
- Cross training of personnel
- Encourage continuing education for mail cost reductions