

Fiscal Year 2011/2012 Budget Highlights and Goals

PURCHASING

FY2011 Highlights

- **PURCHASING:**
- Continued to provide professional procurement methods to County of McHenry Departments
- Monitored and sought out new 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.
- Adopted new on-line surplus site for goods to be repurposed within the McHenry County Departments
- Held successful auction of items in May, 2011, bringing back dollars to the General Fund.
- Processed approximately 2950 purchase orders for appointed and elected departments totaling over \$170,000,000.00
- Developed, supervised and conducted formal bid/RFP solicitations for appointed and elected departments represented in total above.
- Provided contract management and owner's representative services for County construction projects
- Explored vendor outreach program for entire County
- Provide specialized procurement training for Purchasing staff.

- **MAILROOM:**
- Provided education and instituted procedures for other County departments to reduce postage budgets.
- In collaboration with Risk Management, developed policy for handling suspicious mail.

FY2012 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 procurement training for Purchasing staff.
- Continue to develop, monitor and implement cost saving measures for County departments.
- Continue to provide procurement assistance for County departments with tools needed to obtain best value on goods and services.
- Continue to reach out to the vendor community to provide education and opportunities for doing business with the County of McHenry.

- **MAILROOM:**
- Continue to provide education and institute procedures for other County departments to reduce the postage budget.