

**Fiscal Year 2010/2011 Budget
Highlights and Goals**

PURCHASING DEPARTMENT

FY2010 Highlights

PURCHASING:

- Provided professional training for department employees.
- Monitored 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.
- Held successful “Vendor Outreach” program to educate and recruit new vendors to the County.
- Provided contract management and owner’s representative services for County construction projects.
- Set up and monitor internal online surplus disposal methods.

MAILROOM:

- Provided education and institute procedures for other County departments to reduce postage budget

PURCHASING:

- Monitor all construction contracts to bring projects in under budget and in time for McHenry County facilities.
- Provide specialized training for department staff.
- Promote green procurement and energy savings practices for the County.
- Develop and implement new cost saving measures for County Departments.
- Assist County departments with tools needed to obtain best value on goods and services.

MAILROOM:

- Train County departments in procedures that will help in the reduction of postage cost.