



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 1/12/12
Agenda Item #: R.7
Est. Start Time: 10:40 am
Date Submitted: 1/3/12

Agenda Title: **Purchasing's Annual Report for 2011**

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: 1/12/2012 **Time Needed:** 20 min
Department: Purchasing **Division:** DCM
Contact(s): Brian Smith
Phone: 503-988-5111 **Ext.** 24173 **I/O Address:** 503/4/Purchasing
Presenter Name(s) & Title(s): Brian Smith Purchasing Manager & Sophia Cavalli MWESB Supervisor

General Information

1. What action are you requesting from the Board?

Informational briefing, no action requested

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

This is Purchasing's annual report to the Board on a number of items required by the County's Purchasing Rules. We will also highlight several significant accomplishments from the past year.

3. Explain the fiscal impact (current year and ongoing).

None

4. Explain any legal and/or policy issues involved.

Required by PCRB 20-0025 which states:

The Purchasing Manager shall file an annual report of purchasing activity for the Twelve-month period ending June 30 with the Chair and the Board. The report shall contain the following:

- (a) An index of Contracts, Contract Price and contractors.
- (b) Information regarding Contracts with MBE, WBE and ESB enterprises as well as Qualified Rehabilitation Facilities.
- (c) A summary of contract totals by Department for the prior and current year.
- (d) A listing of Contracts awarded through the Solicitation process to contractors who did not score the highest evaluation or have the lowest Responsive Bid.

(e) A listing of Contracts exceeding the dollar limit set forth in Rule 47-0270 (1), 48-0210 (1) and 49-0160 (1) as well as Class II personal services Contracts governed by Administrative Procedure PUR-1 for which only one (1) Bid or Proposal was received.

5. Explain any citizen and/or other government participation that has or will take place.

None

Required Signature

**Elected
Official or
Department
Director:**



Mindy Harris

Date:

1.3.12