

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

WORKSHOP SUMMARY

Meeting Date: January 31, 2023

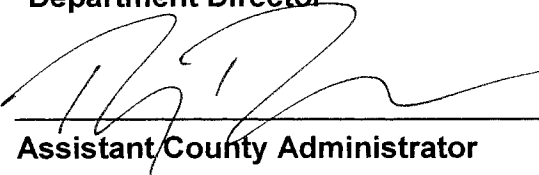
Department: Purchasing

I. EXECUTIVE BRIEF

Title: Purchasing Department Overview

Summary: Palm Beach County Administrator, Verdenia Baker, requested a presentation on the Purchasing Department. Purchasing staff will present an overview of The Purchasing Department's mission to deliver procurement services, according to the Purchasing Code and with federal, state and local laws, where applicable; which includes the following: vendor on-boarding and renewals, using the VSS (Vendor Self-Serve System); Vendor Outreach; Solicitation Management; Contract Management; and Warehouse Services & Mail Services Support.

Background and Policy Issues: The Purchasing Department procures all non-construction related goods and services, regardless of purchasing thresholds. County Departments may procure goods and services valued at less than \$5,000 through a decentralized purchasing process, using registered vendors. The procurement of goods and services is accomplished through various procurement methods including, but not limited to, Invitations for Bid (IFB), Requests for Proposal (RFP), Requests for Quotation (RFQ), and Requests for Submittal (RFS).

Recommended by:	<small>Digitally signed by Melody Thelwell DN: DC=org, DC=pbcgov, OU=Enterprise, OU=PUR, OU=Users, c=US, email=Melody.Thelwell.E@Pbcgov.org Reason: I am the author of this document Date: 2023.01.25 09:58:57-0500 E=Melody.Thelwell@pbcgov.org</small>	Melody Thelwell	1-25-23
		Department Director	Date
Approved by:			1/25/2023
		Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
Operating Costs	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
External Revenues	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
Program Income (County)	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
In-Kind Match (County)	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>
NET FISCAL IMPACT	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>	<u> 0</u>

ADDITIONAL FTE
POSITIONS (Cumulative) 0 0 _____

Is Item Included in Current Budget? Yes _____ No X

Does this item include the use of federal funds? Yes _____ No X

Budget Account No.:

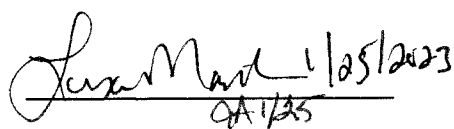
Fund _____ Department _____ Unit _____ Object _____ Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

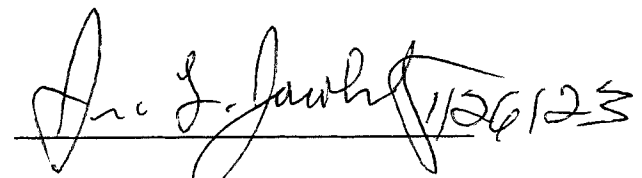
C. Department Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and /or Contract Dev. and Control Comments:


_____ GA 1/25

OFMB


_____ 1/26/23

Contract Development and Control

B. Legal Sufficiency:


Assistant County Attorney 1/26/23

C. Other Department Review:

Department Director