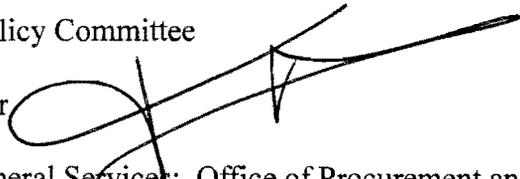


Worksession

MEMORANDUM

April 19, 2013

TO: Government Operations and Fiscal Policy Committee

FROM: Dr. Costis Toregas, Council IT Adviser 

SUBJECT: FY13 Proposed Operating Budget General Services: Office of Procurement and Office of Business Relations and Compliance, Section 30 in the Executive's Recommended Budget

The following are expected to attend:

David Dise, Director, General Services
Beryl Feinberg, Chief Operating Officer, General Services
Pam Jones, Division Chief, Office of Procurement
Grace Denno, Manager, Office of Business Relations and Compliance
Angela Dizelos, Division Chief, General Services
Erika López-Finn, Specialist, Office of Management and Budget

The relevant pages from the recommended FY14 operating budget are attached on ©1-9, with the budget figures primarily presented in ©2, 3 and 8.

Summary of Staff Recommendations
<ol style="list-style-type: none">1. Accept the Executive's recommended FY14 Office of Procurement budget of \$2,784,078, effectively increasing the budget from FY13 levels by \$461,096.2. Accept the Executive's recommended FY14 Office of Business Relations and Compliance budget of \$386,534, effectively decreasing the budget from FY13 levels by \$19,275.

Overview

This packet covers two elements of the Department of General Services: the Office of Procurement and the Office of Business Relations and Compliance. Together, they represent 9.1% of the overall budget

for the Department of General Services. The following table presents the recommendations of the proposed FY14 Operating Budget for these two offices.

	FY13 Approved	FY14 CE Recommended	Change from FY13 Approved Budget to FY14 Recommended Budget	
			Amount	%
Procurement expenditures	\$2,322,982	\$2,784,078	\$461,096	+19.8%
Business Relations and Compliance expenditures	\$405,809	\$386,534	(\$19,275)	-4.7%
Procurement FTEs	27.3	26.3	-1.0	-3.7%
Business Relations and Compliance FTEs	3.2	4.0	+0.8	+25%

The Procurement Office issues a “Record of Procurements”, which details the activity of the office. In FY12 (the last year for which complete data is available), the Procurement office awarded contracts for goods, services and construction totaling **\$762,811,116**, which represents a drop of 16.3% from FY11 levels. The summary pages of this report are on ©10-16, while details on individual procurements are posted on-line at http://www6.montgomerycountymd.gov/content/DGS/pro/forms/FY12_AnnualRpt_9-27-12.pdf.

Performance metrics

Both offices have metrics tracked in the recommended budget; these metrics, their FY11 and FY12 actual, estimated FY13, and target FY14 levels are summarized below.

	Metric	Actual FY11	Actual FY12	Estimated FY13	Target FY14
Procurement	% procurements completed in agreed time	78.3%	79.6%	75.0%	75.0%
Business Relations and Compliance 1	% contract \$s awarded to MFD owned businesses	19.0%	19.0%	20.0%	20.0%
Business Relations and Compliance 2	Value of contracts awarded to LSBs	\$47m	\$72.5m	\$55m	\$60m

Additional items of interest

Council staff raised a number of issues upon review of the budget information proposed by the Executive. The questions and responses from the Department of General Services (italicized) are provided below.

Procurement

- 1. Please provide an organizational chart for the Procurement Office showing positions (whether vacant or filled) with an indication of responsibility.**

See attached Organizational Chart as of 4-1-13 on ©17. In FY12, the Office of Procurement awarded contracts for goods, services and construction totaling \$762,811,116. The number of actions under new or existing contracts totaled 6,750. A link to our annual report is provided on p.7 as answer to Question 11.

- 2. Please provide budget detail for the request of \$2,784,078 (breakdown at a more granular level).**

See attached excel spreadsheet on ©18. The FY14 CE Recommended Budget includes \$2,638,383 in Personnel Costs and \$145,695 in Operating Expenses. Personnel Costs account for 95% of the budget for Procurement.

- 3. Is there a net increase or decrease in staff from FY13 to FY14? It is not clear from the table on page 30-3 of the budget.**

There is no net change in staff in the Procurement Division from FY13 to FY14. The FTE change reflects a technical adjustment to correct Hyperion for a Procurement Specialist position assigned to the Office of Business Relations and Compliance program. The expenditure increases account for negotiated compensation changes, benefit increases, and restoration of funding for positions supporting the ERP project.

- 4. Please provide for Council review the “swim lane” charts from the ERP analysis of the procurement process. They would document the system process (pre- and post-ERP) and reduce the confusion as to “how do things work”.**

The entire procurement process is not governed through Oracle, the portions that are, generally are outdated since there were also changes in the Regulations and compliance programs that were not known and therefore not taken into account five or six years ago.

As discussed, in lieu of searching for the swim lanes in ERP folders, we have attached the more current process flow chart for RFPs on ©19. Within each stage there can be multiple stakeholders and further detailed steps; however this shows an overview of the process as requested. We are working to develop a similar process flow for Bids and post on our Intranet site inclusive of some interactive yes/no steps for contract administrators. Additionally, each source selection method has a checklist available on our Intranet site that is included in our training to contract administrators. We also received a 2012 NACo Award (see ©22-23) for the creation and implementation of the Procurement Centralized Workflow Dashboard Portal aka: Your Online Database Application (YODA), which integrated workflow analysis throughout the office on key functions to reduce duplicative efforts, increase efficiency, and streamline the process, which includes:

- * *Award Sheets*
- * *Solicitation Tracking*
- * *On-line bid tabulations*
- * *Archiving & Scanning Tools for Record Retention*
- * *Correspondence Tracking*

Additionally, Examples of electronically distributed information include:

- * *Amendment Notifications*
- * *Contract Expiration/Renewal Notifications*
- * *Solicitation Posting Notifications*
- * *Contract Compliance Notifications*
- * *Solicitation Development Agreements and Timelines*
- * *Document Management Notifications*

Procurement, County Attorney and Office of Human Resources has been working with a cross-sectional group of stakeholders, including users to update the countywide Contract Administrator training program and the pilot launch is occurring in April 2013 to get feedback and make continued improvements in the training, including discussing the process flows.

- 5. Do you have data that shows the average time it takes from a contractor being selected to execution of the contract? Could you provide this data to me?**

The average number of days from Public Posting of a Proposed Awardee to Contract Execution is 51 calendar Days. During this period the department develops the contract document. If there are any terms and conditions issues, Procurement, County Attorney and Risk Management may also be involved for modified clauses. The vendor also reviews and provides for their internal routing, which may include their attorneys for document review and approval. Any applicable compliance programs are also resolved during this period to include Living Wage, Prevailing Wage, MFD subcontracting program, local small business program, as well as insurance, bonding, legal business name, funding/encumbrance, etc. Furthermore, during this period if there are any protests, MPIAs or other inquiries, they would also get researched and addressed.

- 6. Could you break down time-to-complete performance metrics by client (department, agency, etc.) if requested?**

This data is captured and can be provided, if requested.

- 7. Staying with this process question, in an era of resource constraints, who sets priorities as to which projects move and which are put in a queue? Is it related to size of award? Policy priority? Some other factor? Please provide some description of the process used today.**

This can be a dynamic process and change based on different scenarios. Generally mission critical and projects with funding implications, legal implications, or life safety would be prioritized, however policy or other factors may also come into play. For example, we recently heard from a Contractor that it was serving critical clients; however, the Contractor stated it would be going out of business. This contract issue required an immediate response and

resolution. Therefore, we had to meet with the affected using department, discuss transition issues and develop a solution to address needs for all parties involved.

Generally, this is a conversation between the using department management and our office, along with staff when they develop the timelines with the contract administrators. Prioritization of one action may result in delay of another especially with the current vacancies; workload may temporarily be shifted to accomplish this. Changes in staffing or work assignments are communicated to the affected departments or administrators. For example, as our vacancies grew, we sent an email to all contract administrators and department heads notifying them of the vacancy challenges and workload redistributions and that we were working on these issues but we would need to partner with departments through this transition and plan accordingly. However, due to the nature of what we do, regardless of our resources or vacancies, we are not in the position to turn down requested actions that must occur; instead, we look for different solutions or trade-offs to make them fit.

8. **The performance measure shown for the Office is “% of procurements completed in agreed upon time”. As these are agreed to by both parties, it is worrisome that only 75% are accomplished. What is behind this lag in performance? Are there ongoing efforts to mitigate this problem?**

The 75% figure in the FY14 recommended budget was a target projection for FY14 and 78% is projected for FY15. In FY12, the actual percentage achieved for IFBs, RFPs, and construction combined was 80% (rounded from 79.6%). Even if one of the milestones is missed by one day it counts as a total miss; in FY12, of the missed milestones, 42% were only missed by 10 days or less.

The lower target projection in the FY14 proposed budget was due to a culmination of personnel and contract administrator staffing issues, which we have recognized and have begun addressing:

- For about three years, the office was missing a permanent Senior Specialist, as the prior Senior was in the Acting Manager position temporarily vacated by the Manager deployed at ERP. During this time, due to budget constraints, those funds for that position were taken out of our budget so we could not backfill the Senior. This past September, the Manager of Operations returned from ERP to the Office of Procurement and the Acting Manager was able to return to her fulltime Senior Procurement Specialist position.*
- There is currently a 37% vacancy rate in Procurement Operations staff. We recognized that there is a high learning curve due to the complexities and legal implications of decisions from these positions, and that it can take several years to become fully competent in the processes, procedures, legislation, and independence level. Therefore, we worked with the Office of Human Resources on completing classification study on the Procurement Specialist positions that brought the skill sets current and provided for a career ladder which will allow us to hire, retain, and maximize our training investment instead of continuously hemorrhaging trained experienced staff to other jobs that offered more growth. We are almost complete in implementing these updates and are beginning to hire to fill these vacancies under the new updated position classifications. This should begin to reduce the turnover and hence the impact it has on workflow and time. The table*

below summarizes the staff position classifications under the prior and under the new classifications as a result of the OHR study.

Prior Classifications	New Classifications
Procurement Specialist I, grade 18	Procurement Specialist I, grade 18
Procurement Specialist II, grade 22	Procurement Specialist II, grade 23
Senior Procurement Specialist, gr 25	Procurement Specialist III, grade 25
	Procurement Specialist IV, grade 27
	Manager III

- *Contract administrators are still balancing/learning new technologies and legislative changes and dealing with impacts of countywide resource constraints and loss of historical knowledge at contract administrator level. This has an impact on our timelines because we are providing more handholding and detailed guidance with each step, adding to the delay.*
- *Recognizing the need to revamp the contract administrator training modules and provide for a comprehensive training to meet these gaps, the Office of Procurement, County Attorney and Office of Human Resources has been working with a cross-sectional group of stakeholders, including users to restructure the countywide Contract Administrator training program and the pilot launch is occurring in April 2013 to get feedback and make adjustments before introducing the overview countywide and developing topic specific modules to support the overview.*

Additionally, while the timelines are agreed to by both parties, during these milestones, there are external factors involved. These external factors cannot be predicted with accuracy by both parties and can vary greatly from solicitation to solicitation. Therefore, we provide a general overview of the types of contributing factors that may lead to these variances:

- *Issues related to certification eligibility compliance for local small business as part of award process*
- *Protests or inquiries from vendors or attorneys including MPIAs related to a solicitation*
- *Delays in vendors submitting MFD subcontractor plans or living wage certification*
- *Issues with bonding and insurance that require verification*
- *Changes in SDAT status that can impact award*
- *Legal name issues*
- *Responsibility or responsiveness issues requiring research and verification*
- *Determination and findings related to unfair or unreasonable prices, among others*

In terms of total time to complete, in FY12, the median time to complete an IFB was about 4.7 months, for an RFP it was about 7.9 months, and for construction it was 4.7 months. These timeframes are consistent with other regional jurisdictions, some of which have less legislative requirements/mandates as part of their contracting process.

9. **The last CountyStat review of DGS happened more than a year ago. Are there plans to review their performance in the near future?**

The CountyStat office will be reviewing DGS performance. A date has not yet been finalized for the DGS Procurement and OBRC budget. Fleet Services and Facilities is scheduled for May 22nd.

10. **Has ERP had a positive or negative effect on the office performance?**

Initially there was definitely a learning curve and bugs to work out in most modules as this is an integrated system including AP, HR, Procurement, budget, etc. Coordination with departments and ERP project office was ongoing until the implementation and post-implementation work settled, which generally takes a few years for an enterprise system, and in talking to other agencies implementing an ERP system, this timeframe seems consistent. There have been several benefits/tools with the new ERP system. Some examples are:

- *New BI Dashboard tool for departments*
- *POs under contract are tied to Agreement Module in Oracle for tracking*
- *Agreement module has agreement amount, so departmental RQs cannot exceed the Agreement dollars*
- *Oracle provides for "hold" button feature so if payment needs to be stopped or there is an issue it can happen globally via Oracle rather than manually trying to prevent*
- *POs signed electronically and can be printed on recycled paper as needed*
- *Elimination of the old triplicate pre-printed carbon PO forms and corresponding dot matrix printers*
- *Quotes can be electronically attached to RQs*

11. **Please provide a link to Procurement's FY12 Annual Report.**

<http://www6.montgomerycountymd.gov/mcgtmpl.asp?url=/content/DGS/pro/forms.asp>

Office of Business Relations and Compliance (OBRC)

1. **Please provide an organizational chart for the Office of Business Relations and Compliance showing positions (whether vacant or filled) with an indication of responsibility.**

See attached organization chart on ©20.

2. **Please provide budget detail for the request of \$ 386,534 (breakdown at a more granular level).**

The OBRC budget funds salaries and benefits for four full-time staff positions. The office does not have a budget for operating expenses which are absorbed by the department as a whole.

3. **What is the total amount of goods and services procured by Montgomery County in the most recent fiscal year for which that figure is available? Please provide the break-out of non-profit service providers vs. for-profit vendors.**

As reported in the FY12 Record of Procurement, the total amount of goods and services procured by Montgomery County:

Type	Amount
Non-Profit	\$96,823,449
For-Profit	\$665,987,667
Total Amount	\$762,811,116

4. **How much was awarded in LSBRP contracts in that year?**

\$72,501,369 was awarded to LSBRP vendors in FY12; 23.7% of the eligible spending.

FY11 LSBRP spending		FY12 LSBRP spending	
\$46,929,791	20.3%	\$72,501,369	23.7%

5. **How much was awarded in MFD contracts in that year?**

\$128,964,095 was awarded to MFD vendors in FY12; 19.33% of the eligible spending.

FY11 MFD spending		FY12 MFD spending	
\$156,897,426	18.82%	\$128,964,095	19.33%

6. **What is the current status of the county's MFD program?**

*In 2010, County expanded from accepting only 1 MFD certification to 6 certifications. This has helped increasing the participation from 15.6% in FY10 to 18.8% in FY11. The County Attorney's Office is in the process of **conducting an updated Disparity Study**. Depending on the findings of this new Disparity Study, the County will review our MFD regulations and update our compliance process.*

7. **What is the status of the Central Vendor Registration System (CVRS)?**

The CVRS was funded by the inter-agencies' ITPCC committee, and was implemented in Jan, 2009. It is currently used by the County, MCPS, College and HOC and now contains almost 10,000 vendors, including 1,000+ self-certified Local Small Businesses and 600+ confirmed Minority/Female/Disabled Owned Businesses. Beside the vendor registration portal, we also developed a public-facing search engine basing on vendor name, location or commodity codes, and an admin portal for the agencies to pull reports. This system received a NACo award in 2010 (see ©21). The vendors love it since this is the one-stop shop for them to register with all County agencies.

The County has built an interface to pull vendor data from the CVRS and feed into our backend ERP system daily. The other agencies are using the system stand alone. I believe that MCPS recently implemented their ERP system and is looking into building an interface similar to the

County's. MNCPC is interested in coming on board with the CVRS. As a part of Procurement's coalition efforts with other local municipalities, we are also encouraging City of Rockville, City of Gaithersburg, etc. to use the CVRS.

8. Please provide a link for the OBRC annual reports:

MFD annual report:

<http://www6.montgomerycountymd.gov/mcgtmpl.asp?url=/content/DGS/Dir/OBRC/MFD.asp>

LSBRP annual report:

<http://www6.montgomerycountymd.gov/content/DGS/Dir/OBRC/LSBRP/annualreport.html>

General Services

MISSION STATEMENT

The Department of General Services proactively serves the diverse business and service requirements of all County departments, providing a single point of government-to-government service, enabling departments to successfully complete their respective missions and, thereby, adding value to the services performed by Montgomery County to county residents. In so doing, the Department of General Services contributes directly towards the County Executive's objectives of "A Responsive and Accountable County Government", "Healthy and Sustainable Neighborhoods", and "A Strong and Vibrant Economy."

BUDGET OVERVIEW

The total recommended FY14 Operating Budget for the Department of General Services is \$34,723,067, an increase of \$1,493,528 or 4.5 percent from the FY13 Approved Budget of \$33,229,539. Personnel Costs comprise 46.3 percent of the budget for 249 full-time positions and four part-time positions. A total of 183.08 FTEs includes these positions as well as any seasonal, temporary, and positions charged to or from other departments or funds. Operating Expenses and Capital Outlay account for the remaining 53.7 percent of the FY14 budget.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ ***A Responsive, Accountable County Government***
- ❖ ***Healthy and Sustainable Neighborhoods***
- ❖ ***Strong and Vibrant Economy***

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY13 estimates reflect funding based on the FY13 approved budget. The FY14 and FY15 figures are performance targets based on the FY14 recommended budget and funding for comparable service levels in FY15.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***The Department of General Services received the 2012 Public Sector Chamber Partner of the Year award by the Montgomery County Chamber of Commerce (MCCC).***
- ❖ ***The Office of Procurement received the FY12 National Association of Counties Award (NACo) for the Workflow Management System as a no-cost re-engineering initiative that can be maintained in-house and reflects a responsive and accountable County government.***
- ❖ ***Continued implementation of an Electronic Records Management System to ensure that records are being managed in accordance with Federal, State, and County regulations. To date, six departments have completed a records inventory.***
- ❖ ***Increased redevelopment through support of multiple private sector projects, master plan and zoning revisions, and the creation of the \$66 million Wheaton redevelopment project.***
- ❖ ***Piloted the "Healthy Vending Machine Program" by installing the first healthy food vending machine in the Executive Office Building (EOB) to support the obesity prevention program.***
- ❖ ***Continued the paper reduction initiative by centralizing paper purchases.***

- ❖ **Increased the percentage of contract dollars awarded to Minority/Female/Disabled (MFD) at 19.33% and Local Small Business Reserve Programs (LBSRP) at 23.7% , even though the total value of contracts declined. Increased outreach and networking with vendors on both programs.**
- ❖ **Improved customer services rating according to County Stat's 2012 Internal Customer Survey.**
- ❖ **The Office of Procurement implemented several Contract Administrators forums to inform and train contract administrators on a variety of topics including Risk Management, Ethics, Contract Negotiation, Sustainable Purchasing and Procurements.**
- ❖ **Productivity Improvements**
 - **Piloted a project through an Energy Performance Contract to provide for facility improvements funded solely through energy savings.**
 - **The Office of Procurement designed a no-cost web-based workflow management system web-based solution that allows the Operations Sections to communicate and track contract lifecycle information using a customizable dashboard which displays various contract indicators.**
 - **The Transit Equipment Section (TES) within DFMS has been working to improve its on-time Preventive Maintenance (PM) performance. Due to various productivity enhancements, DFMS achieved the FTA required 80% on time mark.**

PROGRAM CONTACTS

Contact Angela Dizelos of the Department of General Services at 240.777.6028 or Erika Lopez-Finn of the Office of Management and Budget at 240.777.2771 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS



Office of Procurement

The mission of the Office of Procurement is to preserve the public trust and ensure the integrity of the public procurement process through the efficient, effective, and economical procurement of goods, services, and construction in accordance with nationally recognized best practices; resulting in the highest value for County government and its residents.

The core components of this program are to purchase goods, services, and construction required by County departments in the most timely and cost-effective manner possible. Program staff assists departments in the development of procurement strategies and documents to ensure a competitive, transparent, and fair procurement process in accordance with the County Code and the Procurement Regulations. Program staff also educates vendors about the County's procurement process and procedures.

Procurement staff also provides County departments with training, assistance and guidance of department contract administrators. Procurement works collaboratively with the Office of Business Relations and Compliance, the Office of Community Partnerships and other departments to build relationships with and provide training to local small and minority businesses and non-profit organizations interested in doing business with Montgomery County. Procurement Specialists develop contract administration procedures and research, review, and recommend revisions to County procurement policies and regulations to streamline the procurement process. In addition, testimony and other evidence regarding claims and contract disputes with contractors are reviewed to resolve issues.

Procurement staff participates with local, state, and national procurement buying associations to promote and teach continuing procurement education and learning credits; latest industry trends; latest source selection methods; and cooperative purchases. Also, staff participates and leads in recognized professional purchasing organizations at the local, state, and national levels.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Percent of Procurements Completed in Agreed Upon Time ¹	78.3	79.6	75.0	75.0	78.0

¹ These figures represent the average for the following: Invitation For Bid - 73%; Request For Proposals - 72%; and Construction: 90% for FY11, FY12 and FY13.

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	2,322,982	27.30
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	461,096	-1.00
FY14 CE Recommended	2,784,078	26.30

Notes: Beginning in FY13 and throughout FY14, General Services is reorganizing its structure which impacts the Office of Business Relations and Compliance and Administration.

⇒ Office of Business Relations and Compliance

The mission of the Office of Business Relations and Compliance (OBRC) is to plan and implement programmatic strategies to expand business opportunities for Minority, Female and Disabled Persons business owners and Montgomery County small businesses. The office administers the County's Living and Prevailing Wage programs as well as the Domestic Partner Benefits Law for service and construction contracts. The OBRC is solely responsible for ensuring the socio-economic programs of the County are compliant with applicable laws.

- **Minority, Female and Disabled Persons (MFD):** The MFD program objectives focus on ensuring that contracts awarded by Montgomery County include equitable participation by certified minority, female, or disabled-owned businesses. In addition, the program identifies MFD firms; encourages and coordinates their participation in the procurement process through community outreach and internal seminars; and monitors contracts subject to MFD participation to ensure compliance.
- **Local Small Business Reserve Program (LSBRP):** The Local Small Business Reserve Program ensures that County departments award a minimum of 20 percent of total eligible contract dollars issued for goods, services or construction to registered local small businesses. The program certifies local small businesses that meet the requirements set by Bill 03-9, assists County departments to identify contracting opportunities and solicitations appropriate for LSBRP competition, and provides training and networking to help local small businesses compete with businesses of similar size and resources for County contracts strengthening in the local small business sector.
- **Living Wage:** The Living Wage Law program ensures that County contractors and subcontractors pay employees a "living wage" in compliance with the annually adjusted rate established by the Montgomery County Wage Requirements Law.
- **Prevailing Wage:** The Prevailing Wage program ensures that contractors and subcontractors performing construction services over \$500,000 pay prevailing wages, as established by the Maryland State Commissioner of Labor and Industry for the Montgomery County region.
- **Domestic Partner Benefits:** The Domestic Partner Benefits program ensures the County's contractors or subcontractors, as employers, provide the same benefits to an employee with a domestic partner as provided to an employee with a spouse.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Percent of Contract Dollars Awarded to Minority/Female/Disabled owned businesses	19.0	19.0	20.0	20.0	20.0
Value of County contracts awarded to local small businesses (\$000)	47,000,000	72,500,000	55,000,000	60,000,000	60,000,000

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	405,809	3.20
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-19,275	0.80
FY14 CE Recommended	386,534	4.00

Automation

The Automation Program provides staffing, material, and support to develop and maintain information systems in support of the Department's business operations. This includes purchase and maintenance of Information Technology (IT) equipment, service and support for major end use systems on a County-wide basis. IT management of applications, databases, systems, and department website design and maintenance is included in this program as well as coordination with the County Department of Technology Services.

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	511,270	5.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	89,988	0.00
FY14 CE Recommended	601,258	5.00

Division of Facilities Management

The Division of Facilities Management's mission is to provide for the comprehensive planning and delivery of maintenance services and oversight of building-related operations at County facilities used by County staff and residents. Components of these programs are routine, preventive, correctional and conditional maintenance; housekeeping; grounds maintenance; recycling; building structure and envelope maintenance; electrical/mechanical systems operations and maintenance; small to mid-sized remodeling projects; snow removal, and damage repair from snow, wind, rain, and storm events; and customer service. The Energy Management Program provides technicians to monitor and maintain heating and cooling systems to ensure the most efficient use of these services. In addition, Facilities Management manages several comprehensive Capital Improvements Program (CIP) projects aimed at sustaining efficient and reliable facility operation to protect and extend the life of the County's investment in facilities and equipment.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Condition of Non-critical Building Systems and Aesthetics ¹	3,700,000	4,020,310	5,367,680	6,432,410	6,432,410
Hours Offline for Critical Building Systems ²	169	229.5	336	170	170

¹ This dollar figure represents the custodial and ground maintenance on all County properties. No cosmetic upgrades (painting, carpet, replacement, furniture/equipment replace) were completed in FY11 and FY12.

² FY13 includes 180 hours for hurricane Sandy

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	19,036,848	95.48
Enhance: Custodial Services and Grounds Maintenance for County Facilities	500,000	0.00
Enhance: Maintenance of Judicial Center Annex	345,000	1.00
Increase Cost: Motor Pool Adjustment	254,064	0.00
Increase Cost: Substation Electrical Switchgear	70,000	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	147,515	0.80
FY14 CE Recommended	20,353,427	97.28

Environmental Stewardship

This newly developed program focuses on maintaining Montgomery County's leadership in environmentally sensitive maintenance, construction, and operation of County facilities. In this role, the program will develop and oversee the energy and facility environmental programs; monitor new and renovated building systems to ensure proper functioning; obtain necessary permits where applicable and ensure compliance with the terms of the permits; perform building systems diagnostics to analyze failures and recommend and coordinate corrective measures implementation; conduct facility assessments of building conditions and retrofit buildings where appropriate, evaluate maintenance standards; and investigate indoor air quality complaints. This program also oversees the utilities management function and implements strategies to maximize cost savings and reduce energy use from utility deregulation throughout the County. In addition this program provides and coordinates the required maintenance of the County's Stormwater Management facilities.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Environmental Stewardship: Carbon Footprint of Montgomery County Government (in metric ton carbon dioxide equivalents)	139,689	151,615	148,754	148,746	148,746

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	8,960	0.30
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	92,481	0.70
FY14 CE Recommended	101,441	1.00

Central Duplicating, Imaging, Archiving & Mail Svcs.

This program provides timely and efficient document management through: high-speed photocopying service to all County agencies; desktop and electronic publishing; high-speed color copying; bindery; digital imaging; and electronic and physical archiving of County records. This program also serves as point of contact for County printing material produced and completed by Montgomery County Public Schools (MCPS). A print shop consolidation took effect in FY00 in which all County offset printing is

provided by MCPS. This program also provides for the daily receipt, sorting, and distribution of mail deliveries from the U.S. Postal Service and inter-office mail to County agencies.

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	8,503,416	30.90
Decrease Cost: Abolish Printing Tech Position at Stonestreet Print Shop	-56,185	-1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-106,715	-0.40
FY14 CE Recommended	8,340,516	29.50

Notes: Central Duplication is undergoing restructuring in response to the Paper Reduction Initiative.

Real Estate Program

This program provides for leasing, site acquisition/disposition, space management and site evaluation. The leasing function recommends, plans, coordinates, implements, and administers the leasing of real property for both revenue and expense leases, including closed school facilities at the best economic and operational value to the County. Site acquisition/disposition is the purchase of property for County use and disposition is the sale or lease of surplus property. The space management function provides for the efficient and aesthetic utilization of space in County-owned and leased facilities. The site evaluation function provides technical support to site evaluation committees for Capital Improvements Program (CIP) projects.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
County Rent vs. Average Market Rent for Leased Space ¹	22.18	19.52	20.20	20.91	21.64

¹ In FY11 the Market Rent for space was \$29.26, per square foot. The savings on the rent paid by the County versus the Average Market Rent for leased space is \$7.08, per square foot. FY14 and FY15 include 3.5% increase.

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	931,728	7.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	60,247	0.00
FY14 CE Recommended	991,975	7.00

Building Design and Construction

This program provides for the overall management of the Department's facility Capital Improvements Program (CIP). This program includes the comprehensive, timely, economic and environmentally efficient planning, designing and construction of buildings for County use as well as public venues owned by the County. This program also provides comprehensive architectural and engineering services from planning through design. Functional elements include programming, contract administration, planning management, design management, and project management. The planning, design, and construction of facilities is accomplished in accordance with LEED Silver standards as required by County regulation, and following best practices in project design and construction estimating, and the timely delivery of facilities based on project schedules developed for and published in the County CIP. This program is fully charged to the CIP.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Percent of Projects Meeting Initial Design and Construction Costs	84	87	93	93	93
Percent of Projects Meeting Initial Design and Construction Timeline ¹	53	68	74	76	78

¹ taking average of design and construction

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	0	0.00
FY14 CE Recommended	0	0.00

Notes: This program is funded through the Capital Improvements Program budget, not the operating budget.

Administration

Administration services in the Department are provided in three key areas:

- The Director's Office provides overall leadership for the Department, including policy development, planning, accountability, service integration, customer service, the formation of partnerships and the oversight of socio-economic programs which include the Business Relations and Compliance Program. The Director's Office also handles administration of the day-to-day operations of the Department, including direct service delivery, operating and capital budget preparation and administration, training, contract management logistics, and facilities support and human resources.
- The County Executive's Strategic Growth Initiative and other key strategic capital initiatives are also directed through the

Office of Planning and Development in the Director's office.

- The Division of Central Services provides oversight and direction of the preparation and monitoring of the Operating and Capital Improvements Program (CIP) budgets for the department; fuel management; payment processing; Invitations for Bid (IFB), Requests for Proposal (RFP) and contracts; inventory and facility management; the management and administration of computer and office automation activities; oversight of all personnel activities of the Department of General Services; Strategic Planning for the Director; and oversight and management for increasing access to County facilities for residents and employees with disabilities.

Program Performance Measures	Actual FY11	Actual FY12	Estimated FY13	Target FY14	Target FY15
Customer Service: DGS Function Average ¹	2.78	2.85	2.87	2.90	3.00

¹ Represents an average of Building Services, Capital Development Needs, Fleet Services, Leased Space Needs, Print/Mail/Archives Services, and Procurement Services average ratings. (Scale: 1 to 4, 1= poor, 4= good).

FY14 Recommended Changes	Expenditures	FTEs
FY13 Approved	1,508,526	14.40
Increase Cost: Printing and Mail Adjustment	2,374	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-347,062	-1.40
FY14 CE Recommended	1,163,838	13.00

Notes: Beginning in FY13 and throughout FY14, General Services is reorganizing its structure which impacts Office of Business Relations and Compliance and Administration.

BUDGET SUMMARY

	Actual FY12	Budget FY13	Estimated FY13	Recommended FY14	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	10,001,066	9,747,362	10,030,412	9,884,346	1.4%
Employee Benefits	3,692,597	3,870,881	3,995,669	3,901,345	0.8%
County General Fund Personnel Costs	13,693,663	13,618,243	14,026,081	13,785,691	1.2%
Operating Expenses	13,838,281	11,107,880	11,939,575	12,596,860	13.4%
Debt Service Other	25	0	0	0	—
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	27,531,969	24,726,123	25,965,656	26,382,551	6.7%
PERSONNEL					
Full-Time	211	216	216	220	1.9%
Part-Time	6	6	6	3	-50.0%
FTEs	148.30	152.68	152.68	153.58	0.6%
REVENUES					
Clerk of the Court Business Licenses	-25	0	0	0	—
Miscellaneous Revenues	928,816	100,420	100,420	100,420	—
Other Charges/Fees	-2,177	13,040	13,040	13,040	—
County General Fund Revenues	926,614	113,460	113,460	113,460	—
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	646	0	0	0	—
Employee Benefits	99	0	0	0	—
Grant Fund MCG Personnel Costs	745	0	0	0	—
Operating Expenses	0	0	0	0	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	745	0	0	0	—
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—
REVENUES					
Federal Grants	745	0	0	0	—
Grant Fund MCG Revenues	745	0	0	0	—
PRINTING AND MAIL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	1,567,919	1,791,208	1,635,116	1,614,862	-9.8%
Employee Benefits	622,801	702,648	646,068	693,398	-1.3%
Printing and Mail Internal Service Fund Personnel Costs	2,190,720	2,493,856	2,281,184	2,308,260	-7.4%
Operating Expenses	5,505,990	5,691,720	5,853,870	5,546,876	-2.5%
Debt Service Other	79,408	0	0	0	—
Capital Outlay	0	317,840	0	485,380	52.7%
Printing and Mail Internal Service Fund Expenditures	7,776,118	8,503,416	8,135,054	8,340,516	-1.9%
PERSONNEL					
Full-Time	29	30	30	29	-3.3%
Part-Time	1	1	1	1	—
FTEs	29.80	30.90	30.90	29.50	-4.5%
REVENUES					
Imaging/Archiving Revenues	1,254,206	0	0	0	—
Investment Income	0	2,490	0	0	—
Mail Revenues	1,725,330	2,345,690	2,345,690	2,325,815	-0.8%
Miscellaneous Revenues	2,633	0	0	0	—
Print Revenues	3,314,430	3,187,805	3,187,805	3,413,156	7.1%
Other Charges/Fees	0	2,683,080	2,683,080	2,772,905	3.3%
Printing and Mail Internal Service Fund Revenues	6,296,599	8,219,065	8,216,575	8,511,876	3.6%
DEPARTMENT TOTALS					
Total Expenditures	35,308,832	33,229,539	34,100,710	34,723,067	4.5%
Total Full-Time Positions	240	246	246	249	1.2%
Total Part-Time Positions	7	7	7	4	-42.9%
Total FTEs	178.10	183.58	183.58	183.08	-0.3%
Total Revenues	7,223,958	8,332,525	8,330,035	8,625,336	3.5%

FY14 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY13 ORIGINAL APPROPRIATION	24,726,123	152.68
<u>Changes (with service impacts)</u>		
Enhance: Custodial Services and Grounds Maintenance for County Facilities [Division of Facilities Management]	500,000	0.00
Enhance: Maintenance of Judicial Center Annex [Division of Facilities Management]	345,000	1.00
Enhance: Maintenance of new facilities opening in FY14	185,616	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY14 Compensation Adjustment	446,617	0.00
Increase Cost: Motor Pool Adjustment [Division of Facilities Management]	254,064	0.00
Replace: Personnel Costs Previously Funded Through the Tech Mod Project	235,000	0.00
Increase Cost: Increase in Contractual Costs due to CPI	167,816	0.00
Increase Cost: Retirement Adjustment	113,111	0.00
Increase Cost: Substation Electrical Switchgear [Division of Facilities Management]	70,000	0.00
Increase Cost: Other Labor Contract Costs	30,466	0.00
Increase Cost: Printing and Mail Adjustment [Administration]	2,374	0.00
Technical Adj: FTE Adjustment due to Rounding	0	-0.10
Decrease Cost: Group Insurance Adjustment	-20,567	0.00
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-270,901	0.00
Increase Cost: Annualization of FY13 Personnel Costs	-402,168	0.00
FY14 RECOMMENDED:	26,382,551	153.58
PRINTING AND MAIL INTERNAL SERVICE FUND		
FY13 ORIGINAL APPROPRIATION	8,503,416	30.90
<u>Changes (with service impacts)</u>		
Add: Replacement of Printing, Mail, and Imaging Equipment per Schedule	167,540	0.00
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY14 Compensation Adjustment	60,315	0.00
Increase Cost: Group Insurance Adjustment	32,843	0.00
Increase Cost: Retirement Adjustment	21,976	0.00
Increase Cost: Other Labor Contract Costs	4,123	0.00
Technical Adj: Technical Adjustment to align BASIS and Hyperion	0	-0.40
Decrease Cost: Motor Pool Adjustment	-1,614	0.00
Decrease Cost: Printing and Mail Adjustment	-9,190	0.00
Decrease Cost: Retiree Health Insurance Pre-Funding	-36,040	0.00
Decrease Cost: Abolish Printing Tech Position at Stonestreet Print Shop [Central Duplicating, Imaging, Archiving & Mail Svcs.]	-56,185	-1.00
Decrease Cost: Elimination of FY13 \$2,000 Lump Sum	-56,193	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY13	-98,000	0.00
Increase Cost: Annualization of FY13 Personnel Costs	-192,475	0.00
FY14 RECOMMENDED:	8,340,516	29.50

PROGRAM SUMMARY

Program Name	FY13 Approved		FY14 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Office of Procurement	2,322,982	27.30	2,784,078	26.30
Office of Business Relations and Compliance	405,809	3.20	386,534	4.00
Automation	511,270	5.00	601,258	5.00
Division of Facilities Management	19,036,848	95.48	20,353,427	97.28
Environmental Stewardship	8,960	0.30	101,441	1.00
Central Duplicating, Imaging, Archiving & Mail Svcs.	8,503,416	30.90	8,340,516	29.50
Real Estate Program	931,728	7.00	991,975	7.00
Building Design and Construction	0	0.00	0	0.00
Administration	1,508,526	14.40	1,163,838	13.00
Total	33,229,539	183.58	34,723,067	183.08

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY13		FY14	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
CIP	CIP	7,325,175	57.92	7,265,605	56.90
Fleet Management Services	Motor Pool Internal Service Fund	625,496	3.80	555,313	3.80
Liquor Control	Liquor Control	344,032	0.50	344,032	1.20
Parking District Services	Bethesda Parking District	5,010	0.10	5,268	0.05
Parking District Services	Silver Spring Parking District	5,010	0.10	5,269	0.05
Solid Waste Services	Solid Waste Disposal	0	0.00	97,670	0.60
Transit Services	Mass Transit	10,020	0.10	91,026	0.80
Utilities	County General Fund	195,060	0.00	195,060	0.00
Total		8,509,803	62.52	8,559,243	63.40

FUTURE FISCAL IMPACTS

Title	CE REC.		(S000's)			
	FY14	FY15	FY16	FY17	FY18	FY19
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY14 Recommended	26,383	26,383	26,383	26,383	26,383	26,383
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	595	747	747	747	747
These figures represent the estimated cost of general wage adjustments, new service increments, and associated benefits.						
Labor Contracts - Other	0	-1	-22	-22	-22	-22
These figures represent other negotiated items included in the labor agreements.						
Annualization of New Building Maintenance	0	1,008	1,008	1,008	1,008	1,008
Subtotal Expenditures	26,383	27,985	28,116	28,116	28,116	28,116
PRINTING AND MAIL INTERNAL SERVICE FUND						
Expenditures						
FY14 Recommended	8,341	8,341	8,341	8,341	8,341	8,341
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	80	99	99	99	99
These figures represent the estimated cost of general wage adjustments, new service increments, and associated benefits.						
Labor Contracts - Other	0	0	-3	-3	-3	-3
These figures represent other negotiated items included in the labor agreements.						
Master Lease Payments	0	0	-320	-320	-320	-320
Portions of the Master Leases will expire in the outyears reducing the cost until they all expire in FY16.						
Replacement of Printing, Mail, and Imaging Equipment per Schedule	0	-273	-351	-140	-40	0
Reflects projected need for capital outlay replacement on an annual basis.						
Retiree Health Insurance Pre-Funding	0	-6	-13	-20	-28	-40
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	8,341	8,141	7,752	7,957	8,049	8,077



MONTGOMERY COUNTY

Isiah Leggett, County Executive

Department of General Services
Office of Procurement

Record of Procurements

Fiscal Year 2012
July 1, 2011 – June 30, 2012

David E. Dise
Director, Department of General Services

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OVERVIEW

As required by the Montgomery County Code, Section 11B-32, the Director must maintain a record of procurements awarded during each fiscal year. Therefore, this report includes and summarizes the number and the type of contracts and actions awarded during Fiscal Year 2012 (FY12). There is a summary section detailing charts that reflect the total dollars awarded and the total actions awarded by delivery order, field order, modification, new award, and renewal category for FY12.

The summary section also includes:

1. A summary table of the total dollars awarded and the total actions awarded for delivery order, field order, modification, new award and renewal award categories.
2. A summary table of the total dollars awarded and the total award actions by contract type.
3. A summary table of the total dollars awarded for non-competitive non-professional and professional awards within the above award categories.
4. A summary table of the total dollars awarded for the required award categories (emergency, modifications exceeding \$25,000, bridge, public entity, and county council resolution).

The record of procurements section describes the purchase order and/or change order action, the vendor name, the department, and the dollar value awarded.

This report provides in appendix the following information:

- (A) An update on Protests
- (B) A list of Procurement Specialists and their assigned number of contracts
- (C) A report of current Cost/Price projects
- (D) A report of contracts terminated or in dispute
- (E) A report of purchases from Office Depot by using department accounts
- (F) A report of requests for Public Information

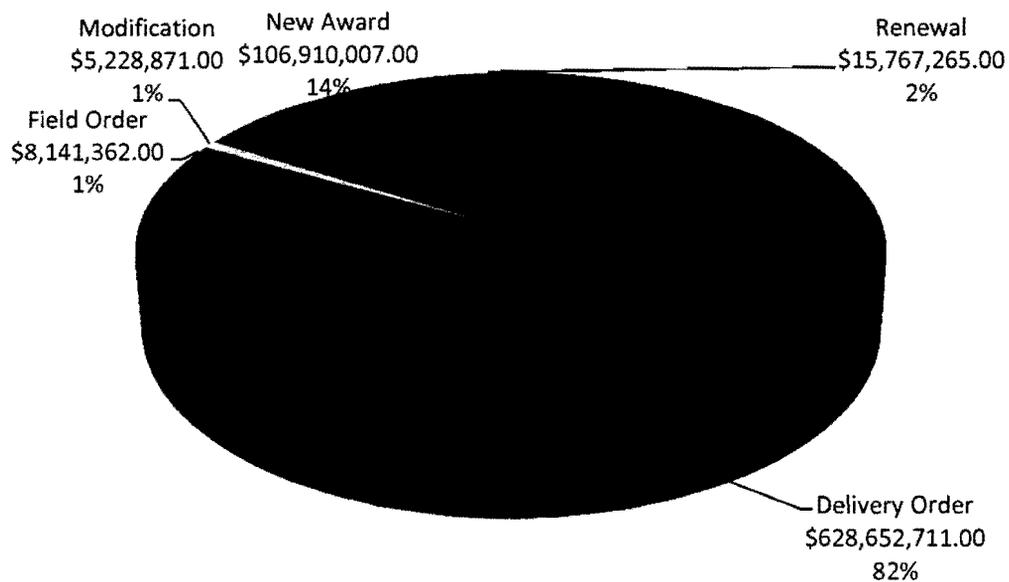
SUMMARY

In Summary, the Office of Procurement awarded contracts for goods, services, and construction in FY12 totaling \$762,811,116.00. The number of actions under new or existing contracts totaled 6,750.

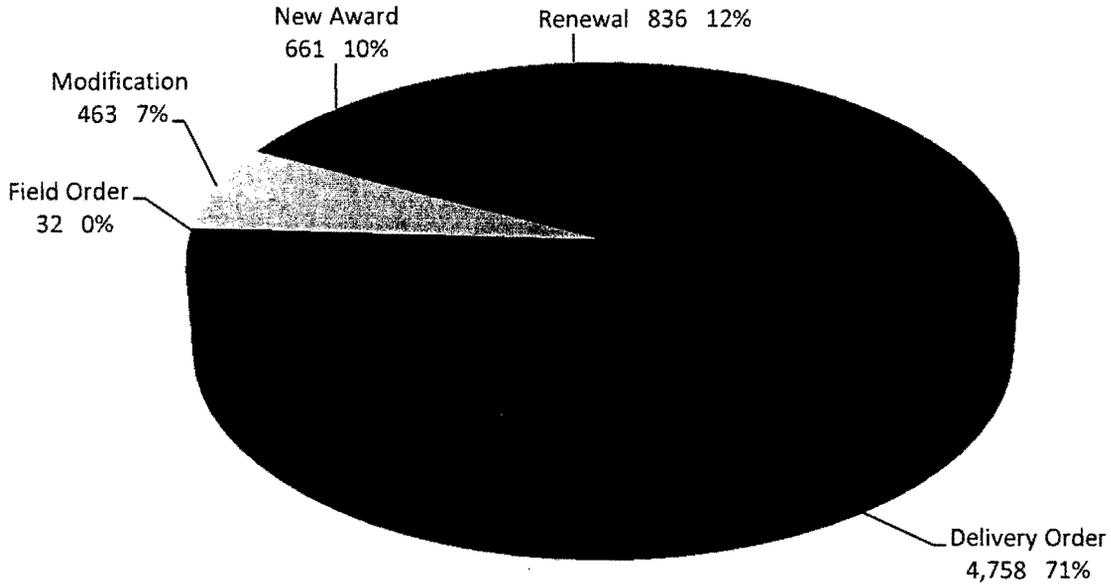
A. Total Dollars Awarded and Actions by Procurement Type

Procurement Type	Actions	Award Amount	Description
Delivery Order	4,758	\$627,090,992.00	Purchases made through an existing contract
Field Order	32	\$8,141,362.00	Purchases usually made against current construction contracts, as outlined by the Procurement Regulations
Modification	463	\$4,901,490.00	Purchases which amend a contract's scope of work or terms
New Award	661	\$106,910,007.00	Newly awarded contracts
Renewal	836	\$15,767,265.00	Authorized contract extensions
Total	6,750	\$762,811,116.00	

Dollars Awarded by Procurement Type



Actions Awarded by Procurement Type (total actions)



When compared to FY11, FY12 activity represents a *decrease*¹ of 16.34% in dollars awarded and an *increase* of 2.12% in award actions.

Procurement Type	Action		Award Amount	
	FY'12	FY'11	FY'12	FY'11
Delivery Orders	4,758	4,698	\$627,090,992.00	\$609,178,728.00
Field Orders	32	19	\$8,141,362.00	\$12,843,418.00
Modifications	463	369	\$4,901,490.00	\$10,312,707.00
New Awards	661	677	\$106,910,007.00	\$233,080,800.00
Renewals	836	847	\$15,767,265.00	\$48,638,509.00
Total	6,750	6,610	\$762,811,116.00	\$914,054,162.00

¹ As reported in FY11 the total award amount included several large new construction contracts for the Public Safety headquarters, Judicial Center and EMOC totaling \$187,000,000. Therefore, for this factor, if you normalize FY11 to \$727,054,162, then FY12 represents an increase in total dollars awarded of \$37,646,054.

Dollars Awarded by Procurement Type (total amounts in \$millions)

Procurement Category	Actions	Award Amount
Public Entities		
<i>Fed. Govt.</i>	0	\$0
<i>State</i>	58	\$51,620,140.00
<i>State Subs</i>	17	\$453,252.00
<i>Board/Comm</i>	127	\$1,256,213.00
<i>Org of Fed., State, or State Sub</i>	37	\$968,641
Abbvr. RFP	2	\$27,000.00
Abbvr. IFB	3	\$20,594.00
Grants	748	\$53,747,861.00
Open	736	\$20,208,169.00
IFB	1,692	\$206,066,208.00
Bridge	880	\$28,179,250.00
Joint/Cooperatives	89	\$168,306,782.00
Comm. Informal	60	\$832,976.00
Prof. Informal	126	\$1,051,068.00
RFP	1,864	\$219,885,382.00
Sole Source	311	\$10,187,580.00
Total:	6,750	\$762,811,116.00

Grants	Actions	Award Amount
General	41	\$814,205.00
Council Resolutions (County Council Designated)	660	\$51,165,692.00
State Designated	34	\$646,233.00
Federal Designated	13	\$1,121,731.00
Total:	748	\$53,747,861.00

B. Noncompetitive Actions Exceeding \$10,000

Non-competitive Actions Exceeding \$10,000								
	Other than Professional		Professional		Goods		Construction	
	Amount	#	Amount	#	Amount	#	Amount	#
Delivery Orders	\$4,924,025	70	\$46,121,469	365	\$1,103,408	18	\$0	0
Field Orders	N/A	N/A	N/A	N/A	N/A	N/A	\$0	0
Modifications	\$473,913	4	\$1,469,397	9	\$50,000	1	\$0	0
New Awards	\$467,968	14	\$1,925,823	14	\$189,865	3	\$0	0
Renewals	\$2,926,311	12	\$2,923,415	24	\$0	0	\$0	0

C. Special Awards Categories

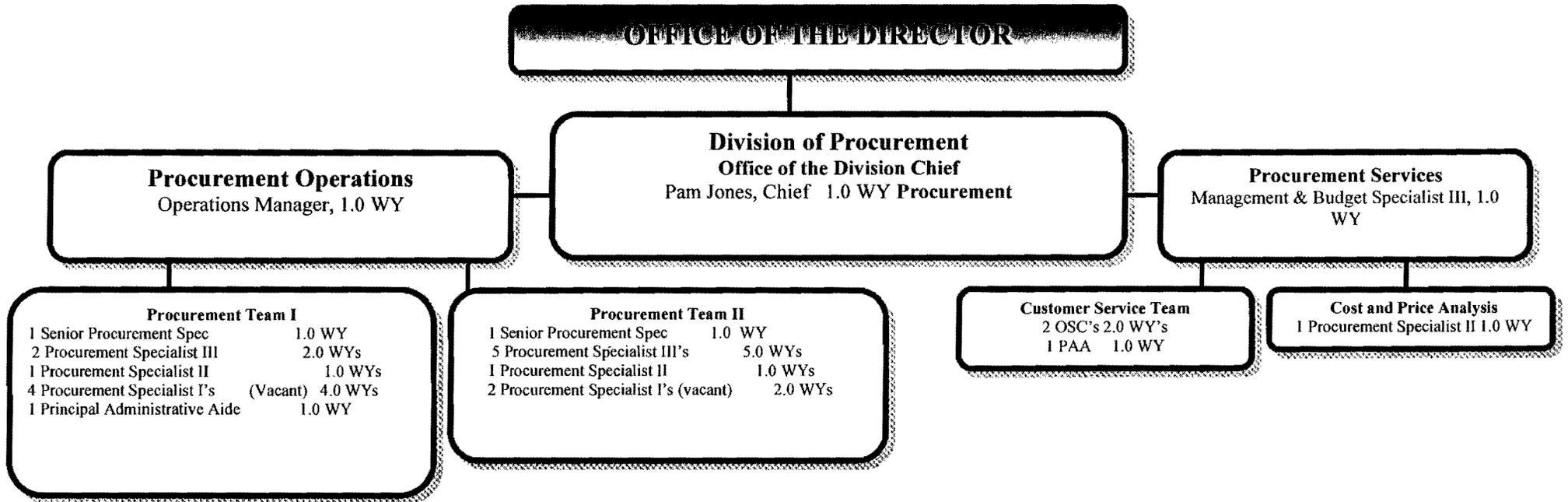
Dollars awarded in this category are subsets of the total award dollars shown in Items A and B above and therefore cannot be totaled².

Emergency Actions		
	Amount	# of Actions
Other than Professional	\$81,093.00	11
Professional	\$329,337.00	14
Goods	\$90,657.00	4
Construction	\$0	0

Other Categories		
	Amount	# of Actions
Modifications Exceeding \$25,000	\$4,764,298.00	23
Bridge Actions	\$28,179,250.00	880
Joint/Cooperative Actions	\$168,306,782.00	89
Public Entities	\$54,298,246.00	239
Council Resolutions	\$51,165,692.00	660

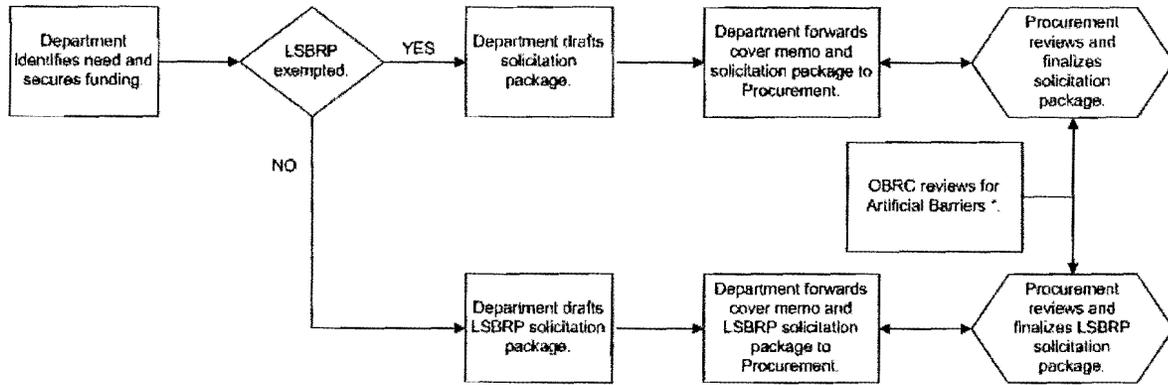
² Emergency actions and modifications are considered non-competitive and reflected within the overall Chart B above. Other categories excluding modifications are reflected within the Overall Chart A.

MONTGOMERY COUNTY DEPARTMENT OF GENERAL SERVICES



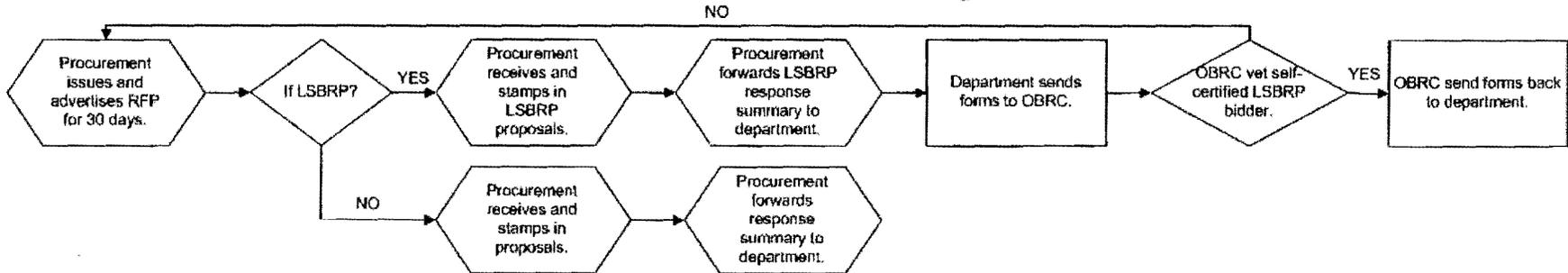
Account Code	Account Name	FY14 CE Recommended Budget	
Personnel Costs			
50000	Salaries and Benefits	2,638,383	95%
Operating Expenses			
60014	Professional Career/Skill Development	2,200	
60056	Interpreter Services	300	
60084	Security Services	0	
60120	MC and Visa Service Fees	0	
60168	Temporary Office Clerical	32,200	
60314	Maint - Computer Systems	0	
60412	Moving Services	0	
60530	Other Professional Services	2,411	
60532	Other Non-Professional Services	1,108	
6A001	Contract and Services Total	38,219	
61010	Computer Equip Repairs/Maint	13,546	
6A002	Maintenance Total	13,546	
61904	Copiers	18,123	
6A003	Rental Leases Total	18,123	
62010	General Office Supplies	26,119	
6A004	Office Supplies/Equipment(5000 or Less) Total	26,119	
62700	Books / Reference Materials	82	
62712	Other Books	0	
6A011	Books/Videos/Subscriptions Total	82	
63016	Imaging	510	
63020	Office Machines/Copier Leases	-20	
63022	Other Central Dup Svc - Printing	2,050	
6A013	Printing - Central Duplicating Services Total	2,540	
63100	Outside Printing / Copying	2,941	
6A014	Outside Printing Total	2,941	
63200	Central Dup - Postage - Bulk	0	
63206	Inter-Office Mail/Pony Charge	900	
6A015	Mail - Central Duplicating Services Total	900	
63300	Outside Postage	6,175	
63302	Outside Overnight Mail/Courier	0	
6A016	Outside Postage and Mailing Services Total	6,175	
63500	Assigned Motor Pool Vehicles	0	
63504	Daily Rental Motor Pool	570	
6A017	Motor Pool Total	570	
63602	Long Distance Charges	25,787	
63604	Cellular Phone Line Charges	3,240	
63618	Blackberries	1,455	
63664	Other Mis Services	-4,130	
6A018	Phones/Telecommunication Services Total	26,352	
64010	Metropolitan Area Travel	0	
64016	Other Travel	3,778	
6A021	Travel Total	3,778	
64100	Local Conference Related	3,133	
6A022	Training and Education Total	3,133	
64200	Professional Memberships (Individual)	477	
6A023	Memberships and Dues Total	477	
64302	Advertising - Contract Solicitation	1,302	
6A024	Advertising Total	1,302	
69012	Employee Awards - Non Payroll	1,438	
6A099	Miscellaneous Operating Expenses Total	1,438	
	Sub Total Operating	145,695	
	TOTAL Procurement FY14 Budget	2,784,078	

Phase 1 – Solicitation Development

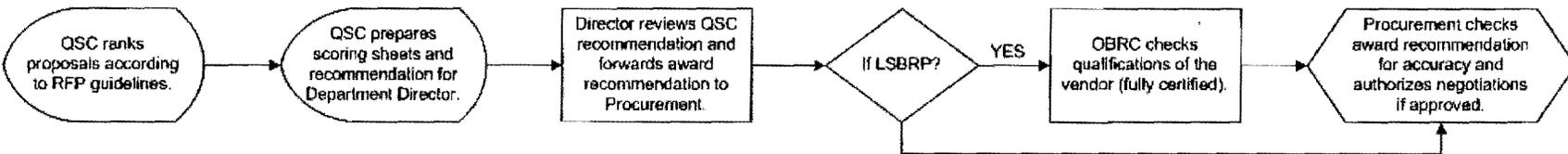


*** Definition of Artificial Barriers:**
The existence of obstacles in solicitation language in the scope of work, evaluation criteria, terms and conditions that restrict or limit the participation from disadvantaged businesses.

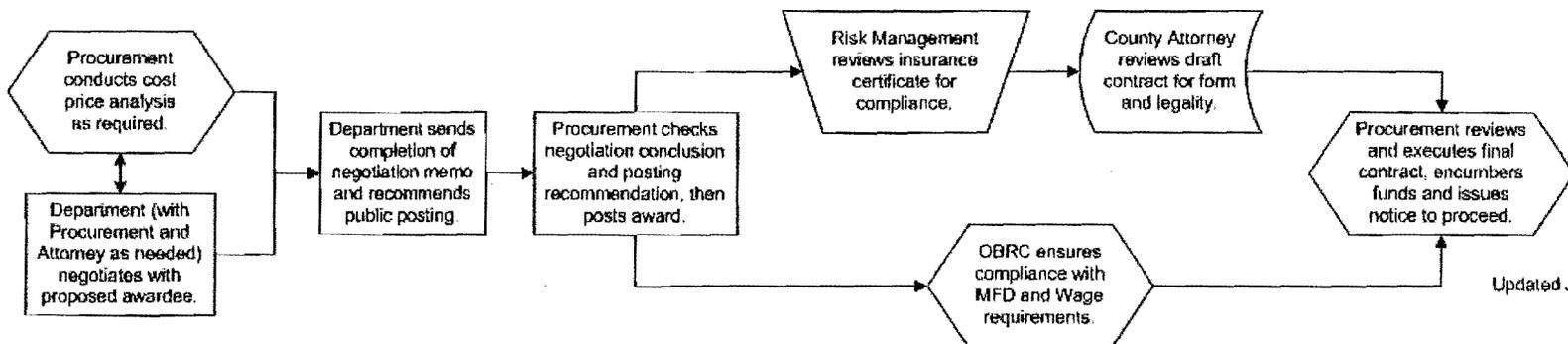
Phase 2 – Solicitation and Advertising



Phase 3 – Vendor Evaluation and Selection (for RFPs)



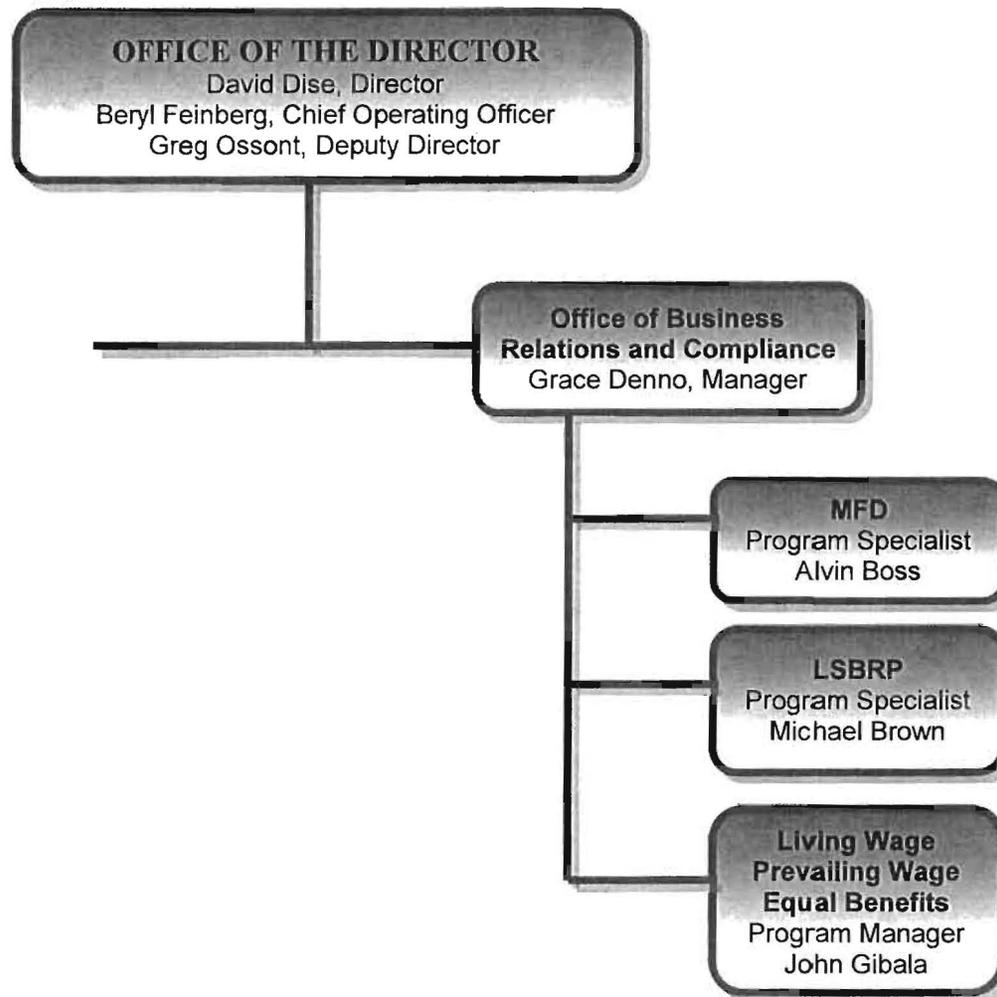
Phase 4 – Contract Negotiation and Execution



Updated June 15, 2012

MONTGOMERY COUNTY DEPARTMENT OF GENERAL SERVICES

Office of Business Relations and Compliance



NACO National Association of Counties

The Voice of America's Counties

2010 Awards Recognition Ceremony

January 11, 2011



Montgomery County Government

The Centralized Vendor Registration Portal

General Services

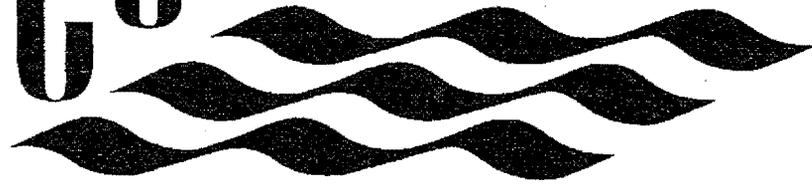
Montgomery County Department of General Services, in collaboration with Montgomery College, Montgomery County Public Schools and the Housing Opportunities Commission, streamlined the process through which businesses interested in contracting with local governmental bodies in the county can register with those agencies. The Centralized Vendor Registration Portal, introduced in early 2009, provides a one-stop registration system for companies interested in providing goods and services to one or more of four county agencies; procurement offices. It ensures that companies provide the information required by all agencies and allows businesses to maintain their own information at no cost, meaning that County agencies always have up-to-date vendor information. Enabling vendors to register through CVRS significantly reduces the need for staff involvement in vendor maintenance requests and ensure that vendor financial, tax, and payment information is the most current available.

Award Recipients

William Anderson
Sheronda Baltimore
Mary Ellen Davis-Martin
Grace Denno
Phillip McGaughey
Pam Jones
Marsha Watkins Thomas
Dr. Janet Wormack

MONTGOMERY COUNTY
Central Vendor Registration System

NACO National Association of Counties



The Voice of America's Counties

2012
Awards
Recognition Ceremony

December 4, 2012



Montgomery County Government

The Procurement Centralized Workflow Dashboard Portal AKA: Your Online Database Application (YODA)

Department of General Services

Montgomery County is committed to better government through transparency and accountability. The Department of General Services Division of Procurement is mandated to maintain a centralized system of purchasing and contracting and must communicate and track contract information for internal and external customers. A protocol was needed to eliminate data/process duplication that plagued Procurement legacy architecture, which impacted performance management, operational efficiency, meeting contract milestones, and the length of the procurement cycle times. Creation of the online data application program has ensured effective and professional service delivery of specific procurement functions by integrating workflow analysis throughout the organization processes. Key contract management indicators are set in pre-defined modules that align real time dynamic reporting data with contract deadlines, policies and directives. The launch of YODA has increased efficiency for various procurement processes by 90% or more while saving the County \$150,000, over 1,800 staff hours, and 31,000 sheets of paper. In addition, Procurement experienced a statistically significant increase in approval ratings as reported by the latest County-wide management survey on Procurement Operations.

YODA was developed and is maintained in-house at no cost and was fully implemented in twelve (12) months. Through YODA, users have become more efficient and are ultimately able to increase response time, both internally between staff and externally with customers, departments, and the vendor community.

Award Recipients

Sheronda Baltimore

Mary Ellen Davis

Pam Jones