“4.004 County Purchasing”

Ms. Bonnie Floyd, Assistant Purchasing Agent, Travis County
Ms. Tenley Aldredge, Contract Compliance Director, Travis County
What is the Role of the Purchasing Office?

To act as the single-point of contact for doing business with the County.

By statute, the Purchasing Agent is responsible for directing and overseeing the County procurement process for all elected and appointed officials, and for all commissioners court departments.

State Law Requirements

- Public entities must:
  - Have specific legal authority to make the purchase—cannot spend unless the expense has been budgeted.
  - Meet the requirements of specialized purchasing statutes—cannot pay if the purchase was not made according to the law.
  - Meet budget and finance restrictions—Funds for the contract must be verified by the Auditor or it is not enforceable.
Competitive Procedures

- All bidders have the opportunity to:
  - bid on the same items on equal terms
  - have bids judged by the same standards
  - Bids and proposals will be received in a fair and confidential manner.
- There are two primary types of solicited purchases:
  - competitive bidding
  - competitive proposals.

Competitive Proposal v. Competitive Bidding

While the competitive proposal (RFP) process is similar to the competitive bidding (IFB) process, there are notable differences:
- The primary difference is that the RFP results in a negotiated contract;
- Cost is not the only determining evaluation factor; however, its relative importance to other evaluation factors must be specified in the RFP and considered in recommending award;
- Proposals are received, but are not opened publicly; and
- Proposal contents are not disclosed until after a contract is awarded.
Purchasing & Contract Compliance

• Policy Initiatives
  • Economic Development Task Force 2013
  • Organizational Study
    Public Works, L.L.C.
  • Results: Contract Compliance Program in the Purchasing Office!
    • A combination that makes sense!
    • Reduces risks
    • Streamlines operations
    • Screens for issues related to labor
    • Conditions and illegal conduct
    • Aids in transparency

Travis County Contract Compliance Program (TCCCP)

• Focus Areas:
  • Construction
    • Travis County Better Builder® Program
    • Health, safety, and welfare of construction workforce
    • Pre-screening & monitoring for compliance with federal, state, and local laws and regulations
  • Procurement
    • IT
    • Non-Professional Services
    • Professional Services
    • Commodities

TCCCP Daily Activities

• Collect & Evaluate Data
• Identify Vulnerabilities & Risks to mitigate them
• Implement Corrective Action Plans
• Respond to issues reported by department project managers, buyers, other County stakeholders, & outside agencies.
• Document Non-Compliance, prepare reports & analysis of collected data.
• Communicate performance deficiencies & remedies for non-compliance with County vendors.
Methodology

- Surveys
- Research
- Vendor field audits
- Internal meetings with County departments
- Community outreach

When does all of this happen?

- Nineteen (19) public works projects have been designated for Better Builder® status (BBP)
- All BBP certifications & program informational materials are ONLINE
- CCP continues to gather data to:
  - Identify trends in non-compliance
  - Research best practices to address repeat issues
  - Prepare training materials to assist:
    - TC department project managers in following proper Purchasing Office policies
    - Contractors/vendors to stay/return to compliance when deviations/deficiencies occur

Contact

Bonnie Floyd, MBA, CPP, CPPS
Travis County Purchasing Agent

Sankey Aldridge, M.I.A., J.D.
Travis County Contract Compliance Program Director

700 Lavaca Street, Suite 800 • Austin, TX 78701 • (512) 854-9700
www.traviscountytx.gov/purchasing