

Santa Rosa Junior College

Program Resource Planning Process

Purchasing 2018

1.1a Mission

The Sonoma County Junior College District Purchasing and Warehouse operation is to be recognized by Customers for delivering exceptional value-added results by being an organization committed to a cost-effective, value-added service that leverages the College's spending power and common work practices to deliver the lowest total cost of acquisition and best supplier performance.

The Department will pursue superior Customer service and ensure *Customers* are aware that we have provided value and met or exceeded all their expectations and business requirements. Each individual in our department is responsible for adopting a "Helpful Attitude" approach to customer service, product delivery, and representing the District.

Building *Customer* relationships is vital to achieving the departmental goals. This includes ensuring the *Customer* is thoroughly supported, kept informed at all times, and that we understand the *Customer's* expectations, meet those expectations, and manage the purchasing process to those expectations

1.1b Mission Alignment

The District's Strategic Plan directly supports the Mission of the District.

The Purchasing and Warehouse operations mission is aligned with the District's Strategic Plan to Improve Institutional Effectiveness by seeking to implement customer service initiatives and processes that lead to added effectiveness and efficiency on a continuous basis.

1.1c Description

The Purchasing Department handles all procurement for the District.

Purchasing services college departments by processing all requisitions, assisting departments with quotes, conducting complex informal quotes, releasing purchase orders to vendors, conducting formal

competitive solicitations on behalf of college departments, conducting research and assisting departments with specification development and sources of supply for goods and services. Maintain DMV records for all District vehicles. Processing of contract forms including review for adherence to District policies.

Annually the department conducts the vendor qualification process as directed by the California Uniform Public Construction Cost Accounting Commission to develop a list of qualified vendors for public works projects.

In addition, the department also oversees the administration of District travel and procurement card programs and contract administration. The staff acts as liaison to other departments where Purchasing issues and functions cross interdepartmental lines. In addition, the Director advises on legal and purchasing issues and oversees the preparation of procurement and contract matters for the Board.

Warehouse

The warehouse:

- Conducts receiving and incoming inspection of all goods as well as inter and intra-campus deliveries.
- Provides resources for fixed asset tracking and annual fixed asset inventory.
- Coordinates surplus property and archived records.
- Manages stores supplies distribution.

1.1d Hours of Office Operation and Service by Location

Purchasing is located in Bailey Hall in the Santa Rosa Campus.

Office hours are Monday through Friday 8am - 5pm. In June and July the office is closed on Fridays.

The District has three warehouse locations:

- SRJC Warehouse located at 1880 Armory Drive, receiving hours are 7am – 4pm, closed from 12-1pm.
- Petaluma Campus warehouse is located at 680 Sonoma Mountain Parkway with the same operating hours.
- Windsor warehouse is located at 5750 Skylane Blvd. it is used for long term high volume storage and District-wide archival record storage.

Warehouse hours are 7 am to 4 pm, Monday Through Friday, closed Fridays in June and July.

1.2 Program/Unit Context and Environmental Scan

Purchasing and Warehouse staff maintains a fast paced work schedule to be able to meet the demands of the District in an effective and efficient manner.

The staff is required to have knowledge of applicable District policies and procedures. Purchasing staff is required to have knowledge of state and federal laws that impact procuring for a public college in California.

In the next year we plan on conducting more formal training of the staff as well as cross-train Buyers for additional effectiveness.

2.1a Budget Needs

Additional Funding Needs:

- Professional staff development and training
- Rent warehouse storage space to accommodate Bond project increase in volume of surplus items

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0002	Santa Rosa	08	00	\$1,500.00	Professional development training for staff. This kind of training is not available through internal SRJC resources.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Buyer - Senior	40.00	12.00	The Senior Buyers is responsible for the processing of public works bids including the development of request for proposals, processing requests for services, supplies, and equipment in accordance with established policies and regulations; administers the District purchasing software system; serves as lead worker to Buyers; trains end users in the use of purchasing software system and policy and participates in department training events.
Purchasing Specialist	40.00	12.00	Provides administrative support for the Director and the Buyers. Is the first point of contact for internal customers as well as external contractors and vendors. Maintains contract and purchasing files. Provides support for Graphics operations. Updates the department web page content. Processes travel requests and manages the contract report for the Board agenda.
Warehouse Coordinator	40.00	12.00	Coordinates the daily operations of the warehouse, performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; conducts and maintains inventory and stock records; maintains records for the Fixed Asset Program; is responsible for day to day warehouse operations.
Storekeeper I (1.0 FTE)	40.00	12.00	Performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; maintains records for the Fixed Asset Program.
Buyer	40.00	12.00	The Buyer researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms and handles bidding process, analyzes bid results and makes recommendations and awards; authorizes and signs purchase orders; processes purchase orders and travel requests; verifies available funds and appropriateness of acquisitions in accordance with District policy and state and federal regulations.
Buyer	40.00	12.00	The Buyer researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms and handles bidding process, analyzes bid results and makes recommendations and awards; authorizes and signs purchase orders; processes purchase orders and travel requests; verifies available funds and appropriateness of acquisitions in accordance with District policy and state and federal regulations.
Storekeeper II Petaluma Campus (1.0 FTE)	40.00	12.00	Performs a variety of shipping/receiving, stocking activities, distributes supplies and equipment, maintains inventory and stock records.

Position	Hr/Wk	Mo/Yr	Job Duties
Buyer	40.00	12.00	<p>The Buyer researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms</p> <p>and handles bidding process, analyzes bid results and makes recommendations and awards; authorizes and signs purchase orders; processes purchase orders and travel requests; verifies available funds and appropriateness of acquisitions in accordance with District policy and state and federal regulations.</p>
Storekeeper I (1.0 FTE)	40.00	12.00	<p>Performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; maintains records for the Fixed Asset Program.</p>

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director Purchasing and Graphics Services	40.00	12.00	<p>The Director, Purchasing and Graphics Services, in accordance with District policy and procedure, directs and supervises the work of staff engaged in the procurement of a wide range of materials, equipment, and contracted services, including commodities, bidding of construction, repair, and public works projects, high cost complex purchases, leases, contracts, vendor insurance verification, surplus property, stores inventory control, and long term records retention. Responsibilities include exercising contract signature authority as</p> <p>delegated by the Superintendent/ President and the Vice President of Business Services and providing direction and guidance to other members of the District regarding purchasing. The Director also directs and supervises the warehouse function.</p> <p>The Director, Purchasing and Graphic Services is also responsible for directing the work of technical employees in design, typesetting, printing and copy work for District offices. This includes establishing</p> <p>charge-back procedures, setting prices, and preparing maintenance & service contracts for all department equipment.</p>

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student - Warehouse Delivery	25.00	12.00	Receives and delivers supplies and packages on campus and assists warehouse coordinator with fixed assets inventory and surplus equipment
Student-Warehouse and Copy Center	25.00	12.00	Delivers supplies and packages on campus and assist storekeepers. Runs the daily copy center route.

2.2d Adequacy and Effectiveness of Staffing

The current Purchasing and Warehouse Staff maintains current workloads by multi tasking and utilizing student workers.

Purchasing:

The current staffing level is not adequate for the increased workload due to increased work load due to Measure H projects, resources are operating at capacity, this is ongoing even with the addition of a Buyer.

Warehouse:

Demand for warehouse services has increased substantially due to Measure H projects. Warehouse responsibilities include coordinating daily warehouse operations, shipping and receiving, deliveries to departments, placement and pick up of tables and chairs for District events, storing and distributing store materials, receiving furniture, managing surplus furniture and equipment and fixed asset inventory and reporting.

In Santa Rosa there are 3 full time employees and 2 student workers, resources are already stretched and students turnover is high making it difficult for the staff to meet the demands of the areas serviced.

The warehouse operates collaboartively with the Custodial department who at times has assisted during vacations or staff absences, however, resources are stretched there as well and extra help is not always available.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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2.3a Current Contract Faculty Positions

Position	Description
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2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

Purchasing

The Department is located in Bailey Hall, the office space arrangement is limited. The Department does not have use of a dedicated conference room for bid openings and meetings as it is standard in most public purchasing environments. Three of four Buyers work out of a cubicle which makes their daily work cumbersome since they conduct a significant part of their work over the phone.

A more fitting office environment is desired to accommodate more business meetings as well as ease of use for vendors.

Warehouse

Currently warehouses are operating at close to full storage capacity due to the large number of records and surplus equipment and furniture stored. The initiative for integrated digital records archival system has not been implemented, this was supposed to free up valuable warehouse space.

We continue to use aisles to store surplus equipment, safety supplies, records and other items at floor level, this creates an unsafe situation as the staff is unable to move or place any storage onto the higher level racks or access other supplies and materials as needed.

The Santa Rosa warehouse receiving area is rusting and needs repair and paint.

The warehouse has no insulation and there are holes on the floor which allow for rodents and moisture to come into the building.

The warehouse doesn't have a dock and this makes shipping and receiving very cumbersome, it is also costly as some vendors charge extra to deliver without a load dock.

3.1 Develop Financial Resources

At this time the department does not track diversity spending. The acquisition of a software tool will allow for vendor and contract management including diversity spend reporting.

3.2 Serve our Diverse Communities

The diversity make-up of all reporting areas:

66% Caucasian

17% Hispanic

17% African American

42% Female

58% Male

3.3 Cultivate a Healthy Organization

Professional development is an on-going initiative that provides the tools for professional buyers to provide better and more thorough service levels to end users and vendors.

The department participates in professional development opportunities provided by professional associations such as the California Public Procurement Officers (CAPPO) and Institute for Supply Management (ISM).

Purchasing and warehouse staff also participate in training offered during PDA, as well as training offered internally such as safety, emergency management and disaster recovery and forklift training.

3.4 Safety and Emergency Preparedness

Warehouse staff are current in Forklift, MSDS, and other warehouse related safety training.

The department has two building area safety coordinators who participate in the College's Health and Safety initiatives.

3.5 Establish a Culture of Sustainability

The purchasing department procures recycled paper and remanufactured toner cartridges for districtwide consumption.

The purchasing and warehouse areas collaborate in the coordination of recycling of computers, vehicles, office equipment, toner cartridges, modular office partitions.

The Purchasing Department is working with the Sustainability committee to update the Environmentally Preferred Purchasing Policy (EPP)

4.1a Course Student Learning Outcomes Assessment

N/A

4.1b Program Student Learning Outcomes Assessment

N/A

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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4.2b Narrative (Optional)

5.0 Performance Measures

Purchasing

Fiscal Year	# of Solicitations Processed	# of PO's issued	PO Based Spend
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13-14	5	3829	\$	17,169,895.00
14-15	44	4021	\$	21,715,892.00
15-16	53	4532	\$	36,406,053.00
16-17	54	4738	\$	58,752,996.00
17-18	53	3843	\$	96,046,906.37

CUPCCA Qualified Contractors

FY 13-14	32
FY 14-15	100
FY 15-16	39
FY 16-17	66
FY 17-18	64

Warehouse

Warehouse Activity	FY 14-15	FY 15-16	FY 16-17
Surplus items picked up	3207	5774	5,643
Items recycled or re-used by other departments	2751	3227	5,595
Packages shipped	193	186	221
Archived Records received	223 boxes	138 Boxes	218 Boxes
Archived records destroyed	23,820 lbs	19,200 lbs	22,001 lbs
Stores Requisitions filled	948	899	742
Fixed Asset Transactions (picking up inventory, moving inventory, delivering inventory)	547 (green tags) 969 (gold tags)	1165 (green tags) 1481 (gold tags)	768 (green tags) 1,858 (gold tags)
Number of packages received	9,041	10,951	13,992
Set Up requests for events		127	181

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	08	06	Safety	Increase warehouse storage space to accommodate increased volume of surplus equipment and furniture resulting from Measure H projects and reduce crowding in storage areas that are now creating hazardous conditions for staff	ASAP	An area under the Zumbwalt parking garage was created for warehouse storage, this has alleviated space storage availability.
0001	ALL	08	06	Improve District's staff knowledge of the procurement process	Provide on going training to internal staff on procurement requirements, use of finance system for issue of requisitions	On - Going	Quarterly trainings are provided to District staff on purchasing requirements, legal and policy mandates for procurement and trainings on the SRJC finance system , in 17-18 there were 5 training sessions with an average attendance of 20 staff members.
0003	ALL	08	06	Improve the effectiveness of the current business process for contracting	Document and review the current business process for contract forms and vendor requirements and streamline the process for increased efficiency	On Going	A contracts procedure was created in collaboration with the office of the Sr Vp for Finance and Administration, contract forms have been updated for public works, professional services and consultants.
0004	ALL	08	06	Improve knowledge base of the Purchasing Staff	Provide on going training to purchasing staff on procurement methods allowed under state law, review and streamline current business processes	On going	The purchasing staff participated in 5 professional development trainings, including webinars by the Claifornia Association of Public Procurement Officials and also by the Director of Purchasing.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	08	06	Improve District's staff knowledge of the procurement process	Provide on going training to internal staff on procurement requirements, use of finance system for issue of requisitions	On - Going	Existing resources
0002	ALL	08	06	Improve knowledge base of the Purchasing Staff	Provide on going training to purchasing staff on procurement methods allowed under state law, review and streamline current business processes	On going	Existing resources
0003	ALL	08	06	Cost Savings	Pursue and Document Annual Cost Savings related to the procurement process.	On-going	Existing resources