

Santa Rosa Junior College

Program Resource Planning Process

Purchasing 2021

1.1a Mission

The Sonoma County Junior College District Purchasing department is 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 delivers 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 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.

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.

1.2 Program/Unit Context and Environmental Scan

Purchasing 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 are 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

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.
Administrative Assistant I	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. Updates the department web page content. Manages the contract report for the Board agenda.
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.
Coordinator, Purchasing	40.00	12.00	Coordinates the activities of the department; configures business rules within the purchasing software system; oversees the bid process; researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, requests for proposals and bid documents, and analyzes bid results; authorizes and approves purchase orders; review contracts for completeness, risk management, and accuracy.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director, Purchasing and Risk Management	40.00	12.00	plan, organize, and direct the activities of the department and risk management efforts; ensure compliance with statutes and policies applicable to assigned activities.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2d Adequacy and Effectiveness of Staffing

The current Purchasing staff maintain current workloads by multi tasking and utilizing student workers when needed.

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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2.4f Instructional/Non-Instructional Software 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

Current space is adequate however it would be good to have a conference room

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

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

3.4 Safety and Emergency Preparedness

The department has a 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 - not updated due to pandemic

Fiscal Year	# of Solicitations Processed	# of PO's issued	PO Based Spend
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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
18-19	45	3896		38,541,134.00
19-20	42	3284	\$	44,331,878.00

CUPCCA Qualified Contractors

FY 14-15	100
FY 15-16	39
FY 16-17	66
FY 17-18	64
FY 18-19	62
FY 19-20	68

Warehouse

Warehouse Activity	FY 14-15	FY 15-16	FY 16-17	FY 18-19	FY 19-20
Surplus items picked up	3207	5774	5,643	6498	5382
Items recycled or re-used by other departments	2751	3227	5,595	6343	5119
Packages shipped	193	186	221	87	99
Archived Records received	223 boxes	138 Boxes	218 Boxes	213 Boxes	163 Boxes
Archived records destroyed	23,820 lbs	19,200 lbs	22,001 lbs	27,720 lbs	19,819 lbs
Stores Requisitions filled	948	899	742	340	212

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)	2,022 (green tags) 1,410 (gold tags)	954 (green tags) 1,129 (gold tags)
Number of packages received	9,041		10,951	13,992	13,312	10,008
Set Up requests for events			127	181	155	108

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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	Ongoing	Ongoing
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	Ongoing	Ongoing
0003	ALL	08	06	Cost Savings	Pursue and Document Annual Cost Savings related to the procurement process.	Ongoing	Ongoing

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	Ongoing	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	Ongoing	Existing resources
0003	ALL	08	06	Cost Savings	Pursue and Document Annual Cost Savings related to the procurement process.	Ongoing	Existing resources