

Purchasing

Joan Tronco McConnell

www.tampagov.net/dept_Purchasing

Key Public Service Areas

The Purchasing Department is responsible for the City's centralized procurement process and works to acquire needed goods and services for city departments as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors.

Scope of Department Operations

The Purchasing Department has 23 employees with an annual budget of \$1.5 million. It is responsible for all aspects of the City's centralized procurement process. This department issued 29,214 purchase orders for a total sum of \$249.9 million. There are 1,618 active vendors and 550 W/MBE vendors. The goal of the department is to acquire needed goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department assists other City Departments in their procurement efforts, and securing materials and services, which meet necessary standards. Concurrently, the Purchasing Department monitors all procurement to ascertain compliance with applicable laws.

Current Initiatives

- Implementing Small Business Enterprise Executive Order

Critical Issues and Areas of Concern

- Bid Consortia
- Staffing Issues

Status Report

Bid Consortia. The City lacks the authority to use the Bids and Proposals awarded by local jurisdictions located outside Hillsborough County to secure goods and services because of the stipulations in the legislative act or special act that prohibits such practice. Additionally, the Purchasing Department should be allowed to participate in joint bidding with other governmental entities. The City Attorney should review the stipulations in the legislative act to accomplish these changes. The City Attorney should work with Hillsborough County to consider an amendment to the special act to allow for procurements under contracts of jurisdictions outside the County, including Federal contracts.

Staffing Issues. The City has made a significant commitment to replace its Human Resource system with a new PeopleSoft application software. This multi-year project should include, in its scope, an assessment and reengineering of the workflow associated with critical business functions. The work flow and business policies and practices associated with filling vacant positions and the reclassification of existing positions should be included in order to effect efficiencies in the delivery of these services. [[CR-67](#) & [CR-73](#)]

Purchasing Organizational Chart

The Department is organized into five divisions: Purchasing, Administrative & Fiscal, Inventory Warehousing, Inventory Accounting, and Specifications Writing.

Purchasing facilitates the procurement of goods; non-professional; and professional, technical and highly specialized services for City Departments.

Inventory Warehousing is responsible for housing City inventory to ensure safety from theft and misuse.

Specifications Writing creates specifications for Fleet maintenance vehicles and other departments as requested that allow for the maximum competition available for acceptable standards of quality.

Inventory Accounting monitors inventory warehousing activities to ensure control of the City's assets.

Administrative & Fiscal monitors purchasing activities to assure compliance with City Charter, laws of the State of Florida, and other purchasing policies and procedures. The division also oversees accounting and budgeting, eGovernment online activities, and special tasks.

