



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 13-1231, **Version:** 1

- a. Receive a report on Countywide contract development and process improvements; and
- b. Approve the development and implementation of Contract Processing Workflow Tracking System and the creation of a Contracts Academy; and
- c. Approve and authorize the addition of one (1) FTE Management Analyst III to the Contracts/Purchasing Department 1050, Unit 8047 for contract management administration; and
- d. Authorize the County Administrative Office to incorporate the change in the position count for Contracts/Purchasing Department 1050, Appropriation CAO002, Unit 8047 for FY 2013-2014 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a report on Countywide contract development and process improvements; and
- b. Approve the development and implementation of Contract Processing Workflow Tracking System and the creation of a Contracts Academy; and
- c. Approve and authorize the addition of one (1) FTE Management Analyst III to the Contracts/Purchasing Department 1050, Unit 8047 for contract management administration; and
- d. Authorize the County Administrative Office to incorporate the change in the position count for Contracts/Purchasing Department 1050, Appropriation CAO002, Unit 8047 for FY 2013-2014 Adopted Budget.

SUMMARY:

In order to improve and create greater efficiency in contract processing within the County of Monterey, the addition of a Management Analyst III position for contract development, implementation of Contract Processing Workflow Tracking System and creation of a Contracts Academy is recommended putting into place processing procedures, skills development and accountability which will continue to provide improvement.

DISCUSSION:

In December 2012, the Board of Supervisors and Departments Heads collaborated in a workshop to develop Strategic Initiatives for the County of Monterey. During the workshop, departments expressed the need to improve the internal method of contract processing within the County. A team was created with members from eight departments including the CAO's Office taking part to examine the process. The team worked collaboratively in reviewing practices within the various areas of the County.

The CAO's Budget and Analyst Division analyzed the work done by the team to formulate recommendations. The recommendations will influence all contract processing areas and are expected to drive continual improvements. Details of these recommendations are outlined in Exhibit A.

OTHER AGENCY INVOLVEMENT:

Staff is working and will continue to collaborate with all County departments.

FINANCING:

FY2013-14 development & implementation cost is estimated at \$242,000 and annual cost thereafter is estimated at \$200,000. The CAO Office will strive to fund implementation of recommendations within the current FY2013-14 Adopted Budget. If cost cannot be absorbed within the FY2012-13 Adopted Budget, staff will return to the Board for approval and approval of a recommended funding source.

Prepared by: Veronica Fernandez, Associate Administrative Analyst, 755-5872

Approved by: Dewayne Woods, Assistant County Administrative Officer

Attachments: Exhibit A- Recommendations