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Cyd V. Grimes, C.P.M.  
Purchasing Agent

### Travis County Commissioners Court

- County Judge Samuel T. Biscoe
- Pct. 1 Commissioner Ron Davis
- Pct. 2 Commissioner Karen Sonleitner
- Pct. 3 Commissioner Margaret Moore
- Pct. 4 Commissioner Margaret Gomez

### Travis County Purchasing Board

- Pct. 4 County Commissioner  
Margaret Gomez, Chairperson
- Pct. 3 County Commissioner Margaret Moore
- 353<sup>rd</sup> District Ct. Judge Lora Livingston
- 201<sup>st</sup> District Ct. Judge Suzanne Covington
- 331<sup>st</sup> District Ct. Judge Bob Perkins

### Travis County Purchasing Quarterly

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# Travis County Purchasing Quarterly

## Where is my blue copy?

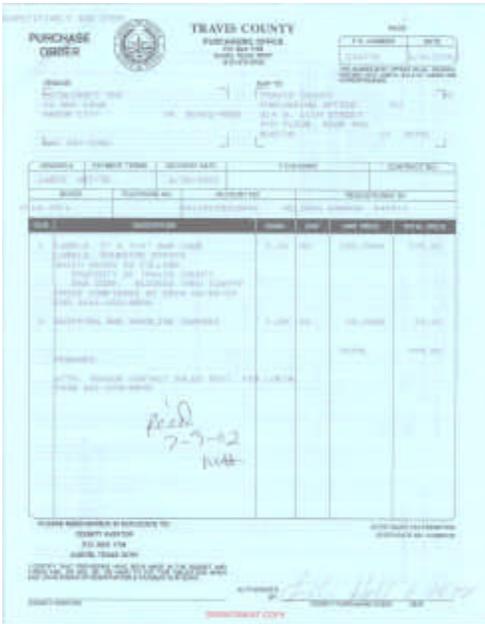
### Cutting down paperwork just one benefit of new purchasing process

By Jorge Talavera and Scott Worthington

A change in how purchase orders are handled will occur in the near future that will affect buyers and departments alike.

"As part of the Purchasing Office's Strategic Plan, we continue to implement ways to use automation to more efficiently serve our customers," says Cyd Grimes, Purchasing Agent.

"One initiative is to have the ability to directly fax purchase orders from the HTE system to the vendor. This will not only eliminate the paper purchase order, it will save staff an enormous amount of time in processing that paper. Additionally, Purchasing will realize a \$1,200 annual savings of maintenance cost on the purchase order machine," says Cyd.



"The big change for departments will be the elimination of the "blue copy," says Cyd. "Departments will use the HTE system to monitor and track their procurements." Purchasing is developing a training module

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## In the Spotlight

### Melissa Hanson

By Jorge Talavera

You could consider Melissa Hanson the eyes and ears of the Purchasing Office. In turn, she is also seen and heard by everyone in Purchasing when she is running back and forth meeting some deadline, collaborating with buyers, or working on one of the numerous tasks she is responsible for.



Having worked in Purchasing since 1995, Melissa is familiar with all of the complex administrative duties and processes in Purchasing, from advertising solicitations to offsite record storage.

"Making sure everybody is on the same page," is one of the more challenging aspects of the position, says Melissa. But coming from a military background, she is used to making things work in an organized and orderly fashion despite the obstacles.

The transition from the military did, however, take some getting used to. What began as a temporary position in January of 1995, led to her permanent hiring three months later on April 1, 1995. "This was back when the county had temporary positions. Then they hired me on April fool's day," Melissa remembers. "They guaranteed me it was no joke."

"When I first started with the Purchasing Office we had a staff of eight people," Melissa recalls, "today we have a staff of thirty."

"That should tell you how the Purchasing Office has grown in my seven and a half years of employment. Cyd has been instrumental in making our office such a purchasing force in the County," says Melissa.

Melissa's responsibilities have steadily increased since that April day, and though

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## Placing a Professional Services Item on the Commissioners Court Agenda *By Jason G. Walker*

The following is what I need to have in order to place an item on the Commissioners Court agenda. The process varies for a modification versus a contract.

A signed department memo which states that the department wants to proceed with the specific action is always needed, both for a modification and a new contract (if funds are involved, the department memo will need to include the 14-digit line item to provide the funds along with the dollar amount).

If funds are involved, a "funds verification requisition" for the amount of the modification, or for the amount of the contract not to exceed (NTE), needs to be entered by the department. This requisition will be passed on to the Auditor to verify that the funds are available. Once the modification or contract is approved by Commissioners Court, that requisition will then be released and processed as a "contract requisition" to a pre-existing purchase order or as a new purchase order.

I prefer to have both of these items (department memo and funds verification requisition) 11 days (at a minimum) before the desired Commissioners Court date. For

example, to have things on the 7/30 Commissioners Court, I would require these items no later than 7/15.

As for a non-funds related modification to the contract, (e.g. a contractual terms and conditions change or address change) in which the department may be hammering out details with the vendor, the department is responsible for getting that information to me once it has been finalized. I then take what they provide me and incorporate it into Purchasing's "Modification" template. It is then ready for the vendor to review and sign. The closer the department gets to the preferred 11-day deadline, the more difficult it will be to get on the preferred Commissioners Court agenda.

My first goal is to have the vendor come in and sign it, which is assuming they're in the Austin area, but if their schedule is too busy, it is mailed. If they are not in the area and it is mailed out, the deadline may be in jeopardy of not being met.

As for getting a new contract on the preferred Commissioners Court agenda, I need to have the finalized material for the contract 21 days (at a minimum) before the

preferred Commissioners Court date. This gives the County Attorney ample time to review and suggest changes; gives me time to make the suggested changes; have the vendor come in to review and sign, (or mail out to the vendor to be reviewed and signed) and still meet the 11-day deadline.

Again, receiving the finalized material within that 21-day window jeopardizes meeting the deadline for the preferred Commissioners Court agenda.

One final note, the department memorandum and "funds verification requisition" can be submitted separately from the non-funds related items for modification or the finalized material for contract.

It is difficult to convey this process because no one modification or contract is the same. The only constant factors are the department memorandum and, when funds are involved, the "funds verification requisition." ☺

*Jason Walker is a Purchasing Agent Assistant and can be reached at 512-854-4562.*



### Blue Copy • Continued from Page 1

to assist departments in this process. The current plan is to make the transition in the new fiscal year.

The end result will be a more advanced streamlined process that will eliminate the need for the familiar "blue copy" to departments.

This new process will affect departments directly, according to Scott Worthington, Purchasing Business Systems Consultant, because the blue copy currently acts as a "trigger" for departments, prompting actions like "file creation for tracking information," and the receiving of items or services in HTE.

Any other effects of this change have not yet been noted. "I know I'm opening a can of worms," says Scott, but he would appreciate that any questions or concerns about this conversion be emailed to him, in case there is some consideration that may have been overlooked.

To remedy any blue copy "withdrawal,"

**"We're getting rid of old technology, moving to new technology, and streamlining the PO process."**

a single PO menu item will be added to HTE by which individual PO's can be printed to a local printer. Currently, all applicable PO information can be accessed on HTE. When all aspects of this new process are fine-tuned, PO's will be electronically transmitted from Buyer desktop to vendor.

Currently, the process involves a three-page carbon copy printout consisting of white, yellow and blue copies. The original (white) is signed, then administrative staff separates the forms. The yellow copy is filed and blues are forwarded to departments.

Is this progress? "We're getting rid of old technology, moving to new technology, and streamlining the PO process," says Scott.

So if you do miss your blue copy, you

can always print your PO...on blue paper. Just for old time's sake. ☺

*Any questions or concerns about this process can be sent to Scott Worthington, Systems Consultant, at scott.worthington@co.travis.tx.us.*

### RACES

**ALL IN ALL AND ALL IN ONE  
IS WHAT YOU ARE WHEN YOU ARE DONE  
YOU START THE COURSE AND RUN THE RACE  
AND SET THE RHYTHM AT YOUR PACE  
SOME MAY MAKE A DASH OR TWO  
BUT IT'S ON YOU TO SEE IT THROUGH  
AT TIMES YOU HANG WITH THE PACK  
THEN MAKE A MOVE YOU KNOW IS RIGHT  
FOR IT'S UP TO YOU IF YOU RECALL  
ALL IN ONE AND ALL IN ALL**

**-DONALD E. ROLLACK**

# Frequently Asked Questions

**Q:** How come I have to live with poor service from a contractor?

**A:** You do not and should not. However, the Purchasing Office should be informed in a timely manner that there is a problem. Too often, when a contract is up for renewal, the county department surfaces for the first time that during the past year, the contractor has been providing poor service.

The contract requires specific procedures to be followed when not allowing a contractor to further participate in a contract. If we don't follow those procedures, the county could be in default of the contract. Help us to help you. Let Purchasing know when a contractor is not performing in accordance with the contract, and we will take corrective action. More times than not, the contractor corrects the problem.

**Q:** Does Purchasing need to be involved if a Risk Management claim necessitates the purchase of goods or services?

**A:** Anytime a risk management claim requires replacement of commodities, repairs to property, or purchase of services, the proper procedure is as follows:

**1. County contract already in place -**  
Call Purchasing to inform them of the needed procurement. The department (or purchasing) will contact contractor for quote (must have good specifications) make a decision if the price is appropriate, then enter a requisition into the system, which automatically processes the purchase order.

**2. No county contract in place -**  
Call Purchasing to inform them of the needed procurement. Depending on the cost and the need (must have good specifications), purchasing will work with department or Risk Management to solicit informal quotes, formal quotes and/or

exemption orders, whichever is appropriate. Once the vendor and price is defined, the department enters a requisition into the system and purchasing processes the purchase order.

These scenarios assume that Risk Management is transferring the money to the department so that a requisition can be entered. If not, then Risk Management will need to enter the requisition.

**The key item to remember is to contact Purchasing as soon as the need arises.** This communication will help to avoid any problems, ensure that we are complying with all rules and regulations, and that the best prices are received.

**Q:** Are personal checks or cash accepted as deposits on construction project plans and specs?

**A:** No, deposits are only accepted in the form of company checks, cashier checks and money orders. ☺

## Purchasing Staff Phone List

Main Number (512) 854-9700

Purchasing Agent	Cyd Grimes	854-9761
Asst. Purchasing Agent	Frank Holder	854-9451
Asst. Purchasing Agent	Bonnie Floyd	854-4173
Business Sys. Consultant	Scott Worthington	854-4851
HUB Coordinator	Sylvia Lopez	854-4561
HUB Specialist	Jorge Talavera	854-9914
Purchasing Agent Asst. III	Lolly Jones	854-4204
Purchasing Agent Asst. III	Lori Clyde	854-4205
Purchasing Agent Asst. III	Rose Garcia	854-9763
Purchasing Agent Asst. III	Loren Breland	854-4854
Purchasing Agent Asst. III	Steve Parks	854-9764
Purchasing Agent Asst. III	Richard Villareal	854-4881
Purchasing Agent Asst. II	Ella Hill	854-4853
Purchasing Agent Asst. II	Manuel Perez	854-9762
Purchasing Agent Asst. I	Donald Rollack	854-9760
Purchasing Agent Asst. III	Lou Britt	854-4852
Purchasing Agent Asst. III	Jason Walker	854-4562
Purchasing Agent Asst. III	Eric Francois	854-9853
Executive Assistant	Lana Boling	854-9766
Purchasing Clerk IV	Melissa Hanson	854-9915
Purchasing Clerk III	John Gonzalez	854-9916
Purchasing Clerk III	Elsa Uresti	854-9917
Purchasing Clerk II	Betty Chapa	854-9918
Fixed Asset Manager	Ron Dube	854-6458
Warehouse Supervisor	Dan Rollie	854-6459
Fixed Asset Associate	Matt Phillips	854-6459
Purchasing Agent Asst. IV	Marvin Brice	854-9765
Purchasing Agent Asst. IV	Sylvia Gonzalez	854-5860
Purchasing Agent Asst. IV	David Moreno	854-4850
Purchasing Agent Asst. IV	Jerry Raisch	854-9724

## Quarterly Quote

“The most important trip you may take in life is meeting people halfway.”

-Henry Boyce

## Special Events Calendar

Austin

8/14/02 – 8/17/02

BOSS Trade Fair • MEDWeek

Hosted by:

Texas Minority Business Opportunity Council

Location & Time:

Capitol Marriott, IH-35 and 11<sup>th</sup> St.

For information call:

(512) 322-0177 or 1-800-322-0447

or visit [www.tambe.org](http://www.tambe.org)

Austin

09/18/02 – 09/19/02

Texas Latino Economic Summit

Sponsored By:

Texas Association of Mexican American Chambers of Commerce (TAMACC)  
Texas A&M University System  
Office of Community Development

Location & Time: TBA

For more information contact:

Carlos Mendoza, TAMACC,  
at (512) 444-5727 or  
Alma Villareal, Texas A&M at  
(979) 458-6200

Dallas

09/19/02 – 09/21/02

Texas Association of African-American Chambers of Commerce (TAAACC)  
4<sup>th</sup> Annual Conference

Hosted by:

TAAACC

Location & Time:

Adam's Mark Hotel, North Olive Street

For more information call:

Cassandra Johnson at  
(512) 457-0370



**Edward "Eddie" Dubord**

**August 25, 1959 – June 18, 2002**

Members of the Purchasing Office lost a friend recently when Edward "Eddie" Dubord passed away on June 18, 2002, at the age of 42. Originally from Bridgeport, Connecticut, Eddie had lived in Austin for over 10 years and was formerly employed with the Purchasing Office. He was a veteran of the United States Navy, a member of St. Francis of Assisi Catholic Church and a member of the Knights of Columbus.

Working alongside Purchasing Agent Cyd Grimes, Eddie is attributed with creating and implementing Travis County's Fixed Assets program, which maintains a central system to account for all items classified as fixed assets.

"He did a great job in cleaning up the inventory in this county," says Cyd, who hired Eddie after previously working with him in Nacogdoches some 20 years ago. "He was a great guy, always friendly and helpful...he made many friends, and over the years I received many compliments on his hard work and dedication to his job. I was very saddened when Eddie decided to leave my office last year...and devastated to learn of his death. Eddie will be missed always."

"He was a big instrument for the county," says Melissa Hanson, who was a co-worker and friend of Eddie's. "He was very personable and excellent at what he did."

Eddie is survived by his parents Edward and Joan Dubord, Jr. of Orange; three sisters Debora Matosian of Seymour, Connecticut; Kathleen Dubord and Joan Bevers, both of Austin (Joan is currently employed with the Travis County Domestic Relations Office); one brother, Patrick Dubord of Houston; seven nieces and two nephews.

*Spotlight • Continued from Page 1*

she is known for her easygoing sense of humor, her work is no laughing matter.

Her tasks include posting purchasing opportunities on the Internet, which can be found at [www.co.travis.tx.us/purchasing/solicitation.htm](http://www.co.travis.tx.us/purchasing/solicitation.htm); returning bid and security bonds to vendors, which are necessary to relieve the county of any liability for a vendor's failure to follow through on a contract; and overseeing Purchasing's earnest money CD accounts, as are established for concessionaires.

Melissa also handles sealed bids for the fixed assets segment of purchasing when surplus items are auctioned, prepares solicitations (i.e., IFBs, RFPs) to ensure thoroughness and accuracy, and assures insurance requirements are met by vendors with the Texas Department of Insurance. She also purchases supplies and equipment for the Purchasing Office, and answers phones along with other administrative duties at the receptionist desk.

"The variety of duties keeps it interesting...there's not a dull moment," Melissa says. Because of the varied nature of her tasks, she knows that the only way to get things accomplished is to "be an independent thinker and problem solver."

Her eager attitude does not end at quitting time either. She and her husband, Mike, own a residential construction and video production

**"The variety of duties keeps it interesting...there's not a dull moment."**

business, and she produces a television show on Austin Cable Access Channel once a week.

In addition, Melissa is a pet lover, though not the pets that may immediately come to mind. In fact, calling Melissa an animal person would be an understatement. In addition to the typical cats and dogs, she has chickens, parakeets, geckoes, and an iguana named Zee as long as Melissa's wingspan is wide. "I've got a whole food chain," she admits.

Although she enjoys her iguana, she would not recommend owning one to just anyone. "It's not like bringing home a puppy," Melissa says. "It's expensive, high-maintenance...and not for the lighthearted."

One certainty is that Melissa is "not just anyone," but like many, she would like to retire early. She might end up in California since she visited the West Coast before and is convinced that "it has everything... the weather, the beach, the Pacific Ocean."

For now, she will continue to handle a hundred different things, a few at a time, and see them through thanks to her spirited attitude. "I know I can get the job done, and I'm not intimidated to ask questions...if it means getting a resolution to a problem." ☺



When visiting the Purchasing Office, to ensure that you are serviced efficiently, please stop at the front desk. All documents will be logged in, date stamped and distributed appropriately. If you need to speak with a staff member, someone in the Purchasing Office will be happy to assist you.

**NOTEWORTHY...**

The second "Dialogue" show hosted by the HUB Office was recorded on June 19<sup>th</sup> and was broadcast on TCTV-17 in July. This episode featured three HUBs, two of which are involved in the Community Mentor Protégé Initiative, where they discussed their experiences as HUBs in the construction industry and the ingredients for their success as contractors.

Purchasing welcomed its newly hired Assistant Purchasing Agent, Bonnie Floyd. Bonnie will oversee the procurement of commodities. Frank Holder, the previous commodities APA, will now oversee the procurement of construction and professional services.

Travis County has added a new Purchasing Agent Assistant IV in construction procurement. Sylvia Gonzalez came on board on July 1, 2002 and brings with her over 15 years of construction procurement experience and 20 years purchasing experience. Welcome aboard Sylvia and best of luck to you!

Are you dragging your feet? Do you need a little motivation? Then come by and check out Purchasing's Bid Board just outside the Purchasing Office, but not to see what procurement opportunities are available. Each week a new uplifting message will be posted to inspire you, compliments of the Purchasing Office.

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve.

We are always open to your suggestions so please feel free to email your ideas to [Jorge.Talavera@co.travis.tx.us](mailto:Jorge.Talavera@co.travis.tx.us). We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you.