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

Travis County
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Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Karen Sonleitner
Pct. 3 Commissioner Gerald Daugherty
Pct. 4 Commissioner Margaret Gomez

Travis County
Purchasing Board
Pct. 4 Cnty Commissioner
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201st District Ct. Judge Suzanne Covington
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Travis County Purchasing Quarterly

In the Spotlight Rose Garcia

By Jerome T. Guerrero

Rose was honored by the South Austin Rotary Club as their first annual recipient of the Employee Recognition Award on December 7, 2005. The award came as a surprise to Rose since she thought the recognition was going to Cyd V. Grimes CPM, Purchasing Agent. Nominated by Ruth Allison, Division Manager, Justice of the Peace, Precinct 3, she said of Rose, "When I first began my position in Travis County in 1999, Rose was the name I was given to find out how to use the electronic purchasing system. She is always patient and kind and willing to help in any way."



Rose has been with Travis County for eighteen years and is still the person who you can always go to when you need help. She always takes that extra step in customer service. "I love what I do. I enjoy helping my co-workers and each department." If there is ever a problem, Rose is always there to guide and reassure you. ☘

Achievement of Excellence Award

The Achievement of Excellence in Procurement® (AEP) is awarded annually. The program was founded in 1995 by the National Purchasing Institute to recognize organizational excellence in public and non-profit procurement, encourage development of excellence, provide for benchmarks for continued excellence, and increase awareness of public procurement as a profession.

The Travis County Purchasing Office was among the recipients of this prestigious award this year. The award was presented to Cyd Grimes, Purchasing Agent, and Bonnie Floyd, Assistant Purchasing Agent, at the National Purchasing Institute annual conference, held November 13-17, 2005.

The award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria.



The criteria is designed to measure innovation, professionalism, productivity, e-procurement initiatives, and leadership attributes of the procurement organization. In order to be considered for the award, jurisdictions must submit a detailed application with supporting documentation. An independent committee conducts the evaluations.

In addition to the National Purchasing Institute, the AEP is sponsored by the California Association of Public Purchasing Officers, Institute for Supply Management, Florida Association of Public Purchasing Officers, National Institute of Governmental Purchasing, National Association of State Procurement Officials, and National Association of Educational Buyers. Associate sponsors are the Airport Purchasing Group, Texas Purchasing Management Association, The Innovation Groups, and U.S. Communities. ☘

Farewell to Frank Holder

By Jerome T. Guerrero

After nine years with Travis County, and 26 years purchasing with the military, Frank Holder, Assistant Purchasing Agent, has decided to retire. Frank has been in the public sector procurement for over 37 years. In this era of career changes every three - five years, Frank represents a treasure, the time of '30 years service and a gold watch.' Although, the turnover in purchasing for Frank has been low. "There are 8 - 10 people who are still here from when I started." More treasures in the making I hope, not 'relics of the past.'

What difference did Frank make in his time here? He was part of centralizing contracts in the Purchasing Office. "It's nice to get recognition from your boss and peers - but, getting things done is what I am supposed to do."

Still a young man, the illusion of retiring, buying an RV, going up

and down the beach picking up seashells is not in Frank's near future. With his wisdom and knowledge, he has much to offer the private sector, and perhaps even in the spiritual arena. What will

Frank be doing this time next year? Certainly not sitting in the porch swing sipping his coffee, although, he might take a few days off to do that. He may work in the private sector, become more involved in his church ministry, or pursue a secret passion.

"Travis County is a great place to work. I've enjoyed my work here." Frank is a well respected man who passes his knowledge of purchasing to each of us. His first class attitude will be missed. Good luck on your new endeavor. 



Contracting for Services

Contract administrators should understand the differences that exist in the *procurement of services* versus the *procurement of commodities* when drafting and enforcing contracts. The most significant legal difference is that contracts for services are not governed by the Uniform Commercial Code (UCC).

In a service contract, terms and conditions should address many issues that are either not necessary or not as critical for commodity purchases. Some examples are:

- **Performance standards:** What criteria will be used to judge the adequacy of the vendor's performance? Acceptable performance criteria, including who will determine whether the required standards were met, must be determined in advance. It is also important to identify the event(s) that constitute completion, and what remedies will be available in the event of failure to complete performance in a timely manner.
- **Changes:** What will happen if the vendor encounters unexpected conditions in the performance of contractual services? It is critical that the parties agree, in advance, on what will constitute a "changed condition" and what will constitute an increase or decrease in the contractual scope of work.
- **Behavioral issues:** What standards govern a service contractor's employees when on County premises? It's important to require contractor employees to abide by County procedures when on County property, for such issues as drug and alcohol use, sexual harassment, security, smoking and parking.
- **Subcontractors:** Most service providers are selected for both the



price and the expertise they provide. The contract should provide the county with the right to review and approve any subcontractors who may provide services under the contract.

- **Dispute resolution:** What process will be used to resolve any disagreement that may arise during contract performance? The contract should contain language allowing for an alternate form of dispute resolution, such as mediation or arbitration.

tion.

The issues mentioned should be taken into consideration when drafting the statement of work (SOW), which describes the scope of the vendor obligations. The SOW should be extremely comprehensive, because services generally require objective criteria against which to measure the service level. The SOW could very well be the most important part of the contract.

The process for the procurement of services may be significantly different than the procurement of commodities. Because of the different laws that govern, as well as other variables listed above, active contract management is even more critical to services contracts. Appropriate emphasis should be put on the performance stage of the contract, and not wait until a performance issue arises.

Excerpted from "Contracting for Services: What are the Differences?" by Ernest G. Gabbard, J.D., C.P.M., C.P.C.M., Inside Supply Management, July 2005



CMPI Planning for the Future

By Jerome T. Guerrero & Steve Swanson



November 18, 2006 - With members of the minority business community, AISD and Travis County, members of CMPI (Community Mentor Protégé Initiative) met to plan

for the future. Steve Swanson, board member and representative of the private sector, directed participants through a series of thought provoking and soul-searching questions. The group started their time by learning more about each other, their experience with CMPI, its benefits and opportunities and sharing their personal stories as well.

After affirming and modifying CMPI's values and mission, potential barriers were identi-



fied. This provided discussion and creation for long and short term action to be taken.

Everyone left renewed in their commitment to CMPI and its purpose, and will continue this work.

Purchasing Office Hops on San Antonio Bus Tour

By Jerome T. Guerrero

October 26, 2005: The Purchasing Office continues to seek and connect with new HUB vendors. Rose Garcia, Purchasing Agent Assistant and Jerome Guerrero, HUB Program Specialist, joined Bexar County purchasers and other public sector buyers to meet San Antonio businesses on the VIA Metro Bus Tour.

The day started early with visits to a

high tech vendor, an office furniture supplier, and University of Texas at San Antonio (UTSA) UTSA Business Development Center. The tour concluded with visits to a printer, caterer, and manufacturers of promotional products and candy.

This is the second year that Travis County has supported Bexar County in this effort. The office continues to maintain relationships with other purchasing offices.



Info for Liaisons

☞ Coming Soon!

The Travis County Purchasing Office will soon unveil a new online customer satisfaction survey. We want your honest and constructive input on our processes and our staff so that we may continue to make improvements that directly benefit you - our customer.

Look for it in the coming months...

☞ and...

Have you ever wondered what treasures there are at the Purchasing Warehouse? You will soon be able to search the warehouse online without leaving your desk! Who knows what you will find. You might find that item you have been searching for.

More details to follow soon...

Quote of the Day

"The past is a source of knowledge, and the future is a source of hope. Love of the past implies faith in the future."

- Stephen Ambrose (1936 - 2002)
American Historian and author

Special Events Calendar

February 7, 2006
Sixth Annual Purchasing & HUB Connection
1:00-4:00 PM
1000 Red River ST,
TRS Cafeteria
Austin, TX 78701

Contact
David Camarillo
512/463-2411
david.camarillo@twc.state.tx.us

February 10, 2006
"Doing Business Texas Style"
Spot Bid Fair
10:00 AM- 5:00 PM
Frank Erwin Center -
UT Austin Campus
Austin, TX

Contact
Annette Smith
512/471-2850
asmith@austin.utexas.edu

March 2-3, 2006
Sixth Annual Central Texas
Procurement Conference
Waco Convention Center
100 Washington Ave.
Waco, TX 76702

CONTACT
Gwen Streeter
1-800-349-7232
254-299-8141



e-Bid System Update

In August, the Purchasing Office began implementation of an online solicitation system, e-Bid. Commodities was the first to learn and use the e-Bid system, Professional Services and Construction should be implemented within the coming months.

In the first quarter of Fiscal Year 2006, 45 solicitations, both formal and informal, were posted and awarded using e-Bid. One of the most exciting aspects of the new system is the potential savings for the county as a result of increased competition. For the first quarter of FY 2006, the difference between budgeted amount and awarded amount has produced a total savings to the county in the amount of \$33,123.

According to Bill Campbell, Fiscal Director of the Sheriff's Office, "The Sheriff's Office is very impressed with the e-bid system. For six bids, we have averaged savings of \$1,700 each. Our budget is again very tight and we will take advantage of e-bid to reduce our costs as much as possible. E-bid shows every sign of being a significant advancement in time, ease of use, and ease of documentation, while producing meaningful savings."

The Purchasing Office is very excited about using the e-Bid system. We want our customers to be equally excited about the potential for savings, like those of the Sheriff's Office. If you have any questions or comments, please call Bonnie Floyd in the Purchasing Office, at 854-4173.



Q: How does RFP Depot know what bids to notify a vendor of?

A: After a vendor registers, they are prompted to select classifications (commodity/sub-commodity categories). These define what the vendor does. When a bid is released that matches these same classifications, an automatic notification is e-mailed or faxed to the vendor.

Q: Are there any fees for a vendor to use the site?

A: Certain Agencies/Organizations, including Travis County, have chosen to sponsor their bids. Therefore, RFP Depot will not charge any fees whatsoever for these bids. The bids will be clearly marked with an icon that shows that the bid is free. Additionally, Travis County includes language in the bid documents explaining that all fees to the vendors for a particular bid are waived.

Q: Can a vendor select regions where they work?

A: Yes, when a vendor sets up their profile, they can select what regions they work within. When a bid is released within this region that matches their classifications an automatic notification is e-mailed. To register, visit www.rfpdepot.com and follow the easy steps.

NOTEWORTHY...

Congratulations!

Marvin Brice has accepted the position of Assistant Purchasing Agent over Construction and Professional Services. He will replace Frank Holder (see page 2). Marvin started as a buyer in December 1993. He started the the HUB Program in 1994 and assisted with the development of the construction section and A/E (Architecture & Engineering) services. A big congratulations on his promotion, hard work and continued success!

More Congratulations...

To Donald Rollack, Jorge Talavera and Lori Clyde, CPPB, on receiving their five years service pin with Travis County. Well Done!

Brown Santa

5K/KIDS K

Raised \$4,600 for 2005

December 4: Over 1500 participants helped raise over \$4,600 to help families and children have a Christmas meal and toys. A big thanks to all who lent a hand to make this year a success!

eAssets Ready for County Wide Implementation

The Travis County Purchasing Office will soon be rolling out eAssets, an automated Fixed Assets system, to the county. This system will allow individual users within the county to electronically "claim" county assets within their possession. This system, designed by ITS, has been piloted in the Purchasing Office, the Auditor's Office, and the Health and Human Services Division with great success, and is now ready for implementation with the rest of the County. The system is extremely user-friendly and quick to use.

Benefits of the eAssets system include greater accountability of County property, better assessment of needed replacement property during budget, and increased reporting capabilities. According to Mr. Parrish Moore, HHS Fixed Assets Liaison, "Using the eAssets systems gives a more precise and accurate location on

County fixed assets. When each individual is accountable for their own assets, it allows the fixed assets liaison and fixed assets manager to locate items more efficiently. This system allows me to pull up the location of the item that I am looking for, instead of having to visit the location to find an item." This system also makes the process of transferring property to the Purchasing Office surplus warehouse much easier and quicker.

Training of Fixed Assets liaisons will begin in the near future! Be on the lookout for more information.

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve. We are always open to your suggestions. Please feel free to e-mail your ideas to jerome.guerrero@co.travis.tx.us

Special Information

Travis County
Purchasing Quarterly

Supplement to the Winter 2006 Issue

Travis County's Commitment to Recycling

By Charles Williams

Travis County started several new programs in 2005. They include Computer Recycling, confiscated 8-liner gambling machines, E-Waste Recycling, and 1431 Transfer Station Recycling Center. The County has a 'buy-back' program with computers. Dell, our County contractor takes back PCs at the end of their life and recycles them. Dell is responsible for proper disposal of the computers. This puts the burden on Dell for proper disposal instead of risking a possible illegal disposal. Computers have hazardous materials, which must be disposed of properly. In conjunction with the computer-recycling program, E-Waste Recycling, was set up for radio, cell phones, and ni-cad batteries. There are agreements with Motorola and other companies to take back their equipment at the end of their useful life for recycling.

Another way the County is committed to recycling is through the county waste streams. The first one is office maintenance waste. This includes paper, used aluminum cans, used toner cartridges, hazardous and special wastes (consisting of paint, solvents and road wastes), and glass, plastic and Styrofoam. A total of 249 tons of paper and 2,289 toner cartridges were recycled in FY05.

Additionally, the County purchases and uses re-refined oil in all county vehicles. The County recycled 4,694 gallons of used oil. A total of 440 gallons of antifreeze was removed from fleet services. Travis County purchases re-refined antifreeze supporting the "Buy Recycled" program. Finally, 519 vehicle batteries were recycled.

The TC Recycling program is an extensive collaborative effort, including each County employee, supporting contrac-

tors, and all interested parties working with the County. The recycling program is employee participating, meaning that each employee empties his or her own bin into a larger one. This saves in custodial time and promotes the recycling program. The recycling contractor picks up recycling from over fifteen different facilities. The county coordinates with more than seven contractors to accomplish the recycling goals.

FINANCIAL ASSISTANCE TO REPAIR VEHICLES FAILING EMISSIONS TEST

Travis County has begun administering a new financial assistance program for qualifying motorists whose vehicles fail new emissions inspections. These inspections are one component of a comprehensive and regional effort to reduce harmful air pollution in the County.

The AirCheck Texas Repair and Replacement Assistance Program can provide individuals with up to \$600.00 to repair their vehicles or up to \$1000.00 toward a cleaner replacement vehicle. To qualify, car owners must have family income at or below 200 percent of the federal poverty level and a vehicle that failed an emissions test and has been registered in Travis County for the past 12 months.

Beginning September 1, 2005, if a vehicle fails the emissions test, the inspection station will provide the vehicle owner with a report that includes both the safety and emission test results and an application for the county's Repair and Replace-

ment Assistance Program.

If approved for the program, vehicle owners will receive vouchers and have up to 30 days to complete the repairs or purchase a new vehicle with grant funds. State law requires program participants to provide a \$30.00 co-pay to use these vouchers.

To apply for assistance from the AirCheck Texas Repair and Replacement Assistance Program in Travis County, call 512-267-0301.

Nootsie Preserve Cleanup and Recycling

Travis County recently acquired the Nootsie Preserve, 120 acres to protect endangered species. The site had eight buildings in dire need of cleaning. TNR Staff coordinated a cleanup detail consisting of community service restitution personnel. Over several weekends, work crews removed 14.23 tons of trash, and 8,450 pounds of metal. The scrap metal was recycled to generate \$192.15 of revenue. Additionally, 6.36 tons of paper was recycled.

SEASONS

In the springtime of our youth
We frolic and carouse
Summertime finds our life in sun
That warming beams caress
And smooth mellow fall time
In golden fields we glean
Yet wintertime is coming hard
With the ending of a year
And through it all we make our way
Over all that comes what may
For in every day there is a reason
The beginning and end of our seasons

© Donald E. Rollack
November 30, 2005