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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 Gerald Daugherty
Pct. 4 Commissioner Margaret Gomez

Travis County
Purchasing Board
Pct. 4 Cnty Commissioner
Margaret Gomez, Chairperson
Pct. 3 Cnty Commissioner Gerald Daugherty
261st District Ct. Judge Lora Livingston
201st District Ct. Judge Suzanne Covington
331st District Ct. Judge Bob Perkins

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Travis County Purchasing Quarterly

In the Spotlight Jason Walker

By Jerome T. Guerrero

"My passion for sports started as a child but I was small compared to the other kids." Being "small" didn't stop Jason Walker, Purchasing Agent Assistant, from pursuing his passion of being part of the team. That is one of the things that struck me about Jason - he is a team player. As a member of Chi Phi during his 'days' at Texas A&M University, he was part of a brotherhood. At the Travis County Purchasing Office, he is part of the purchasing 'brotherhood.'

Born and raised in North Richland Hills in the Fort Worth area, Jason was the last born of a WWII veteran. His dad, Eldon, worked as a machinist for Bell Helicopter. As a child, Jason developed a love for computers. His older brother was 'nuts about computers' so Jason learned a lot about programming and tinkering from his father and brother.



At A&M, he was the treasurer for his fraternity. He implemented several policies and procedures for buying supplies for his chapter. This was an experience that would help him later when he joined the Purchasing Office at Travis County.

Jason graduated with a double major in

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Purchasing Office Wins 2nd Procurement Award

By Jerome T. Guerrero

"It's a repeat!" For the second year in a row, the Purchasing Office has been awarded the National Purchasing Institute's "Achievement in Procurement Award®." The office has demonstrated its professionalism, hard work, efficiency and dedication to serving the taxpayers and fellow Travis County employees by earning this award.

The criterion measures an organization's innovation, professionalism, and leadership attributes. Each jurisdiction must submit a detailed application that supports its claim of excellence in each of these areas. An independent committee then conducts a thorough evaluation of the applications.

The National Purchasing Institute (NPI)



founded in 1995, encourages development of excellence benchmarks, continued excellence and increased awareness of public procurement as a profession for public and non-profit organizations.

The award was presented to Cyd V. Grimes, CPM, Purchasing Agent and Bonnie Floyd, Assistant Purchasing Agent at NPI's Annual Conference in August.

A big "thank you" to everyone who comes to work each day, and provides excellent service to our customers! We should all pat ourselves on the back! Once again, we've proven to others what an outstanding office we are.

What is the goal for the office for next year? A 3-peat!



Liaison Spotlight

By Jerome T. Guerrero

Laura Taylor

Laura Taylor is a little dynamo: small, but a busy ball of electric activity. Between her busy schedule of payroll, purchasing, budgeting, jury pay and being the senior staff member of the District Clerk's Office, she finds time to help fellow staff with the many situations, crises and day-to-day operations.

Laura has accomplished 12 years with Travis County. She started with the Auditor's Office working in accounts payable, and moved to the District Clerk's Office as an assistant to Amalia Rodriguez-Mendoza about five years ago. Now as a Financial Analyst, she uses her experience from the Auditor's Office to help her in the District Clerk's Office.

After hours, she enjoys her time with husband, Roy and their three Black Mouth Curs canines, Lilly, Virgil, and Morgan at their home in Paige, Texas. Native to North America, the dogs are very

very intelligent, strong hunting dogs. "They are my children!" Laura has enjoyed the breed so much that she has begun to breed them.

When she is not hunting with her husband and the dogs, she enjoys NASCAR events and traveling.

Recently, she was invited by a friend from New York City to participate in this year's Macy's Thanksgiving Day Parade. "It is a very big deal, because the only way to participate, is to be invited by someone else who has participated."

Born in Texas City and raised in Pearland, she started her career as a temporary for Brazos County in College Station. She met her husband-to-be and moved to Austin to begin her career with Travis County.



Laura can be reached at laura.taylor@co.travis.tx.us



HUB Program Highlights

It's been a very busy quarter for the HUB Program. Here are a few highlights:

July 11th - Travis County joined as a member of the Texas Association of HUBs Advisory Board. The first meeting was held July 11. Cyd V. Grimes, C.P.M. is a permanent member.

July 17th - HUB Team co-sponsored first Doing Business As (DBA) Workshop with Texas Department of Transportation (TxDOT) at the WorkSource Center (other co-sponsor).

August 2nd - Jerome Guerrero, HUB Program Specialist and Betty Chapa, Lead HUB Program Specialist met with businesses at the Small Business Administration (SBA) Business Matchmaking Event. Vendors were informed of procurement opportunities and how to do business with Travis County

September 5th - Commissioners Court approved a contract to B2GNOW for a HUB Vendor Contract/Payment Tracking software. This will assist the HUB Program to track more details especially subcontracting and 2nd & 3rd tier payments with HUBs.

Purchasing Office Begins HTE Training

By the time you're reading this newsletter, HTE Training classes will have begun. There was an overwhelming response to the first class.

Classes are held in the Purchasing Office conference room and will be limited to 7 - 8 participants and are facilitated by experienced staff.

All are welcome to attend the training. Contact the Purchasing Office at 854-9700 for more information.

Visit the county intranet site to register for the next available class.

The following dates are open:

November 15, 2006 December 6, 2006 December 13, 2006



In The Spotlight, continued from page 1

Marketing and Management Information Systems (MIS). His first job was with an IT company as a web developer in College Station. At that time, the high tech industry was downsizing. He later joined Dell but again was downsized. He heard about the opportunity at Travis County through a friend and joined the Purchasing Office in June 2001.

It was through a co-worker that he met his future wife, Katherine (Kat) around July 2003. "I remember everything about that day and night." The connection started because they were both A&M graduates. Jason and Kat were married in May 2004.

Jason's love of computers is still evident today. He is the unofficial

assistant 'Business Systems Analyst.' Whenever Scott Worthington is unavailable or needs to bounce ideas about a particular problem, Jason is there. "I like programming because there is more than one way to accomplish a task or process. It helps me to think outside the box." Through teamwork, Jason has maintained his passion for IT-related projects.

His teamwork also applies to his outside activity of officiating high school sports. He stays busy officiating middle and high school softball and football. "Part of our responsibility is to make sure the kids (7th and 8th grade) have fun." He enjoys being there for the kids. "Sports are important in a kid's life, in my opinion."



Purchasing Liaison Appreciation Workshop

By Jerome T. Guerrero

August 17, 2006: The Purchasing Office hosted their second appreciation workshop for Travis County Purchasing Liaisons. Over 70 liaisons attended the event presented by

Cyd V. Grimes, C.P.M., Purchasing Agent and the Purchasing Office. Judge Samuel T. Biscoe provided opening remarks. Guest speaker, Dr.

Richard Grant presented a short lecture about personality mapping. He discussed theories about how certain reactions and attitudes could be 'downloaded' into our minds from our parents.

Jose Palacios, County Auditor's Office, addressed the audience regarding issues of importance to the Auditor's Office.

Ms. Grimes updated the liaisons about changes in the Purchasing Office, such as the new *Purchasing Policies and Procedures*

Manual and Fixed Assets Policy Manual, RFPDepot, and customer survey results. The workshop ended with a Question & Answer session



with Ms. Grimes, Bonnie Floyd, Assistant Purchasing Agent and Rose Garcia, Purchasing Agent Assistant. Answers to those

questions are on page 4 of this newsletter.

The workshop was fun and informative. Liaisons were able to "put a face and a name together." One of the most important messages to come out of the workshop is that the Purchasing Office is here to help and assist you with your purchase requests.

Call the office at 854-9700 for help and assistance.

Treasure

The days of old we know so well
Nights filled with beaus and belles
How grand the look and witty the talk
The rippling stream where we took walks
Those days have passed in sweet memory
Left in time to deal with our reality
But like a harbor where boats are moored
We keep them like a treasure stored
They help us face these days ahead
Filled with joy and not with dread.

© Donald F. Rollack
September 26, 2006



Texas Correctional Industries
Austin Showroom
8801 South 1st Street, Suite 100
Austin, Texas 78748
Phone: 512-282-7734

Products from our four manufacturing divisions are represented at our location in south Austin. We also display award type items that make great gifts for all occasions.

Furniture - woodworking, furniture, etc.
Metal - signs, fabrication, etc.
Graphics - print shops, stickers, etc.
Garment - textile mills, embroidery, etc.

Contact Elida Ancira for more information.
e-mail: elida.ancira@tdcj.state.tx.us
Visit the website: <http://tci.tdcj.state.tx.us/>

Quote of the Day

Once we believe in ourselves,
we can risk curiosity, wonder,
spontaneous delight, or any
experience that reveals the
human spirit.

e e cummings (1894 - 1962)
american poet

Special Events Calendar

CENTRAL TEXAS 2006 CONSTRUCTION EXPO

November 8 - 9, 2006

Austin, TX

To register please call Mary at
512-249-5303

or

877-219-3976

2nd Annual Procurement Fair "Opening Doors to New Horizons"

November 9, 2006

12:30 pm - 5:30 pm
ACC Eastview Campus

2401 Webberville Road, Rm 8500
Austin, TX

Contact

Mary Martinez
476-7502 ext. 107

or

busdev@hispanicaustin.com

6th Annual Small, Minority and Women Business Owners Conference

December 8, 2006

Henry B. Gonzalez Convention
Center

200 E. Market Street
San Antonio, Tx
7:00 AM - 4:00 PM
Exhibit Hall B

To register call
210-335-2478

Questions from Purchasing Liaison Workshop: August 17, 2006

Q. Why does it take ten days to turn a requisition into a PO?

A. Chapter 8 of the Purchasing Policy and Procedures Manual talks about cycle times to process requisitions - regular requisitions within 3-10 working days, expedited reqs within 1-3 working days. That allows us time to get quotes from multiple vendors. Work stoppage requisitions are processed as quickly as possible.

Q. NEW and updated commodity/sub-commodity book. List of who is assigned to what so when we have questions we can call that person directly

A. You can find a link to the NIGP Commodity Code book on the Purchasing Intranet site (look under Useful Links). Using that will give you a good clue where to look in the Travis County Commodity Codes on the H.T.E. system. You can also find a list of staff responsibilities on the Purchasing Intranet site (look under Purchasing Staff). This list contains all the buyers phone numbers and list of commodities and/or services for which they are responsible. You should feel free to call them at any time with questions.

Q. When will a new "computer system" replace H.T.E., something more user friendly? Streamline options/categories.

A. The Auditor's Office is in the beginning stages of looking into a new financial system to replace H.T.E.

Q. Please provide basic training to employees new to the HTE system, i.e., employees transferring to positions where purchasing is involved, or new employees completely new to the system who are responsible for ordering supplies.

A. The Purchasing Office will soon be providing H.T.E. training. Look for more information coming soon. We'll be covering how to enter a requisition, how to receive against a requisition, how to look up commodity codes, and general inquiries.

Q. When do we have to go out for three bids? How do we select three bidders? What has to go before Commissioner's Court?

A. Chapter 9 of the Purchasing Policy and Procedures manual deals with open market purchases under \$25,000. Our policies require informal competition for purchases between \$2,500 and \$25,000. Chapter 11 of the manual deals with competitive purchases over \$25,000. Texas law re-

quires us to seek formal competition for purchases of goods or services over \$25,000. Bidders are selected from previous bidders, current contractors, and those who have registered on RFP Depot in the commodity/sub-commodity specific to the solicitation. All new contract awards over \$25,000 are taken to the Commissioners Court for approval, with the exception of state purchasing program purchases and cooperative agreement purchases. The Purchasing Agent now has the authority to sign those purchases without court approval.

Q. Would it be possible for the purchasing agent to keep a file of Purchase Order faxes or note of mailing address and date mailed? This would give us a more knowledgeable starting point when trying to find out if the "purchase order" has made it to the Vendor and the "ETA" of the order.

A. The current practice is for all purchase orders to be either mailed or faxed to the vendor the day the purchase order is created or the following day. Use the day following creation of the PO to begin tracking the estimated arrival time of your products.

Q. Is there a process to notify the departments on tracking the status of contract modifications?

A. The Purchasing Office begins working contract expirations five months prior to expiration. That normally allows sufficient time to extend, if an extension period is available, or time to solicit for a new contract. A list of all contract expirations currently under review for any given period is located on the Purchasing Intranet site under the Contract Information link. The list is updated each month and contains all contracts expiring from the current time to five months out.

Q. When will we be able to print purchase orders on a PDF type form off the system ourselves?

A. The ability for using departments to print purchase orders is part of H.T.E. version 4, scheduled to implement in February 2007. We don't know yet how it will work, but we should be able to start testing soon.

NOTEWORTHY...

Congratulations!!

... to Nancy Barchus, who recently passed her Certified Professional Public Buyer (CPPB) examination. She joins the clique of other CPPBs who studied and passed a rigorous course of studying public purchasing and ethics. The Purchasing Office is proud of Nancy. She will continue to add to the efficiency of the office.

Great Job!

e-Bid

The Purchasing Office continues to save using rfpdepot.com. For the fourth quarter (July-Sept.) \$35,009 dollars were saved. The dollars saved is based on budgeted amount versus actual dollars spent. The dollars saved in the first full 12 months was \$73,712. Keep reminding vendors to register at www.rfpdepot.com It's easy, it's quick and it's free!

Info for Liaisons

The Purchasing Office reviews contract status regularly. A report is generated that gives our staff a lead time reference to determine which contracts are expiring in the next six months. Working from this report, we are assured to have appropriate time to conduct a formal solicitation process, if needed. This report and our contract monitoring procedures helps keep needed resources available without interruption at the department level.

Special Information

Travis County
Purchasing Quarterly

Supplement to the Fall 2006 Issue

Travis County Sheriff's Brown Santa

By Tracy Hill

Brown Santa began in 1981 with a few deputies from the Travis County Sheriff's Office providing a little extra help at Christmas to 25 families living in the unincorporated areas of Travis County. The program has grown into a community service of the Sheriff's Office and currently serves approximately 1200 families. Each year, Brown Santa gives Christmas gifts to every child in the family between the ages of 0-16. A complete Christmas dinner is also provided for the family. Brown Santa also provides help for residents at the Western Trails Retirement Center. Each resident is provided with a box of food and a gift card to HEB and Wal-Mart.

Brown Santa is a non-profit organization that receives donations of food, money and toys from the citizens of Travis County and different businesses. Each year different businesses have fundraisers for Brown Santa. Last year the Central Texas Harley Davidson group held a Bike Run that raised about \$10,000.00 in cash, toys and food for the program. The Travis County Wellness Committee also sponsors an annual Brown Santa 5K Fun Run and Kids K. Last year, about 350 people participated in the 5K. Proceeds are donated to Brown Santa. The 5K donated about \$5000.00 to Brown Santa in each of the past few years. Brown Santa places brown barrels in many different businesses around town that are used as "drop off" points for citizens to make their donations. The barrels are also placed in schools in the Travis county area. Classrooms sometimes have competitions to see who can bring the most canned goods. Brown Santa relies on the help of the citizens of Travis County to

make our program a success each year. Brown Santa doesn't have a permanent warehouse location, but depends on the charity of a building owner to donate a location for the year. As soon as the location is known, it will be posted on our website, www.brownsanta.org, with the hours of operation and delivery dates and times.

Volunteers may start signing up the first week of November, and are needed thru the delivery dates of the program.

If you want to volunteer, please go to the website and click on "volunteer." You can send an email to the coordinator or call the warehouse at 24-SANTA (247-2682). Keep in mind that the number of volunteers we can have at once is limited by the size of the building. Small groups and individuals can sign up for two hours increments. Larger groups like Dell or AMD may be able to volunteer as an entire workday.

BROWN SANTA 5K Run/Walk and Kids K

Presented by
The Travis County Wellness Committee
in association with the Austin Runner's Club

Sunday, December 3, 2006

Travis County Expo Center
5K: 8:15 a.m.
Kids K: 10:00 a.m.
Vendor and Wellness Expo 7:30 a.m. until Noon

Come out and see Santa Claus!

Regular Registration: \$18 - Chip Timed; \$15 - Fun Run (postmarked by November 29)
Late Registration: \$20 - Chip Timed; \$18 Fun Run (November 30 through Race Day)
Kids K: \$10

Registration available online at www.runtex.com/events

Registration forms available at all RunTex locations.

For information about Brown Santa, visit www.brownsanta.org or call 512-24-SANTA

A Board of Directors, half of who have been working with Brown Santa for over 15 years, governs Brown Santa. Each year, the Board sets up and runs the warehouse headquarters. They work hard to make sure the program is a success each year. Donations to Brown Santa may be mailed to:



PO Box 207
Austin, TX 78767-0207



or you can donate on-line at www.BrownSanta.org. If you, or somebody you know, needs help from Brown Santa, please contact us at 512-24-SANTA.