



Purchasing Quarterly

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BEFIT Training -

Go to the Head of the Class



By Donna Scarbrough

SAP user training is coming. Some of the training will be done online. There also is a full schedule with multiple offerings of instructor-led classes being loaded into a class catalog. Once the courses open up for registration, there will be some flexibility in scheduling the dates, times, and locations of your required training.

What's different about SAP training? It is role based. You will be signed up for training based on the role(s) you will have in SAP (e.g. shopper). Also, there are some pre-requisite classes to be completed before you can get into the SAP classroom training. For example, one of the online pre-requisite courses, SAP Navigation, is a requirement to sign up for/attend the instructor-led classes. SAP training is required for employees to have access to the system at Go-Live.

Where will training be held? Online training can conveniently be completed at your desk. Classroom training will be offered at the following locations:

- 700 Lavaca – The new Travis County Administration Building downtown
- 5501 Airport Boulevard – North building entrance in the HR classrooms
- 2501 S. Congress Avenue - County-owned Bank of America Building near Gardner Betts Juvenile Justice Center

How will I know what training to attend and how to schedule it? The BEFIT project has named Karen Sonleitner as its Training Coordinator to work closely with the Readiness Coordinators to schedule employees for training and follow up. She's already been working with

the BEFIT team, assisting with communications. She has extensive County experience and will be a key contributor to our training program.

Readiness Coordinators (RCs) will receive a list of individuals in their Organization requiring SAP training. RCs will use this information to:

- Contact their employees requiring training.
- Work with these employees and their supervisors to schedule training.
- Register the employees for SAP classes using the County's eRegistration tool.
- Coordinate with Karen Sonleitner for follow-up to ensure staff attends training.

Important reminders for employees and their supervisors:

- Keep SAP training in mind as you plan work schedules, leave and other absences. If an individual is not trained, they will not receive system access at Go-Live.
- Keep your scheduled training session – don't be a No Show. Our instructor-led class schedule plans for filled, class sizes of 15 students. Our ability to accommodate last minute changes and walk-ins is limited.
- If you have an emergency that requires re-scheduling, let your Readiness Coordinator and Karen know as soon as possible.

We look forward to seeing you in class!

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Travis County

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Purchasing Agent

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Pct. 2 Commissioner Sarah Eckhardt
Pct. 3 Commissioner Karen Huber
Pct. 4 Commissioner Margaret Gómez

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Fixed Asset Inventory Conversion to SAP

Staff Contribution

Travis County owns many items classified as fixed assets. These assets take many forms, from vehicles to land, buildings and computer systems. Fixed assets are classified as either capital assets (assets with a useful life greater than one year and a value greater than their asset class threshold as stated in the capital asset guide) or trackable assets (assets with a value



less than their asset class threshold but which must be secured and tracked because of liability issues). There are currently almost 40,000 active assets in H.T.E., valued at more than \$32 million. As public servants, we are all responsible for the care and custody of this large investment. Maintaining accountability for such a large and varied inventory is not an easy task. However, accountability is not only our inherent duty as County employees; it is also mandated by law. Every County employee should assume a personal commitment to protect and account for all equipment, regardless of its temporary assignment. With careful management of these assets, every tax dollar is stretched to its fullest and resources can be made available to afford more of the tools needed to accomplish the County's mission.

The process of providing the tools needed to accomplish Travis County's mission involves many people and county departments, from the departmental user, to

financial, purchasing and fixed asset personnel. Accountability for these items involves an equally large number of people, but all county employees should be responsible for and accountable to the taxpayers for this large investment in assets. Unfortunately many of these County assets haven't been verified in the e-assets system by departmental users.

As you probably know, the County's new enterprise-wide financial and procurement system (SAP) includes a new Asset Management module. A project currently underway in the Purchasing Office is a massive effort to clean up departments' capital and trackable inventory items before they are converted to SAP.

We are currently meeting with larger departments on a plan to clean up inventory records so that only good data is uploaded into SAP, but will also touch base with smaller departments prior to conversion. Over the next several months, we will be sending Fixed Assets staff to locations throughout the entire county to inventory your assets. We will communicate with each office individually to coordinate times to be in your areas, and in some cases, may need escorts to sensitive areas.

We ask for your help in making this effort effective, by allowing Fixed Asset staff into your areas to locate assets and by providing assistance from your staff when needed. Ω

700 Lavaca Renovations Begin

By Jerome T. Guerrero

Travis County has its own *Renovation Realities* going on - amid the dust, workers, materials, trucks, lifts and other equipment, the renovation started in late December 2011 on the basement, 1st and 2nd floors. A quick look from the southeast corner of the building, one can see workers demolishing and loading debris from the space that was occupied by a bank. The renovated space will house the new Commissioners Courtroom, executive offices, media and other County offices.



Exterior and Interior views of the former bank vault. This area will house the Media Department. The space will contain the Media Control booth, equipment storage and offices. (Photos courtesy of Flintco)

The Purchasing Office, in

partnership with other departments, are working together to control the dust and activity. The work is scheduled to be substantially complete by August 2012. The Commissioners Court plans to hold its first public meeting soon after. Ω

Coordination with ITS and Purchasing

By Marvin Brice, CPPB

The current Purchasing manual states that the purchasing process includes certain “roles” and “responsibilities” of the user department and purchasing:

- (1) Protect integrity of the process by providing fair and equal access to all vendors seeking to do business with the county.
- (2) Develop the “best” requirements/specifications to encourage, “not prevent” competition.
- (3) Ensure county receives what’s stated in the contract.

The Purchasing Office reminds end-user departments engaged in planning, development, and carrying out of public work

projects, of the need and importance of coordinating (at the earliest possible stage) their public work requirements with Information Technology Services (ITS) and Purchasing. Their projects may impact the County’s functions in the areas of network access, network security, maintenance agreements, software license requirements, etc.

When the departments coordinate with ITS and Purchasing early in the planning stages of a project, they stand a better chance of reducing some of the problems experienced in past. Purchasing is ready to meet with all departments to plan and coordinate their efforts.

Economic Opportunity Forums

02/07/12 - 12th Annual Purchasing & HUB Connection, Teacher Retirement System of Texas, 1000 Red River Street, Cafeteria, Austin, TX 78701, Hosted by Teacher Retirement System of Texas and the Texas Workforce Commission. Event is Free. 1:30 PM to 4:30 PM. Parking at State Parking Garage on corner of 12th and Trinity. Contact: TWCHUBInfo@twc.state.tx.us or Ardra Alexander, (512)463-2284, ardra.alexander@twc.state.tx.us

03/06/12 - Construction HUB Forum, AT & T Executive Education and Conference Center 1900 University Avenue 3rd Floor Salon C, University of Texas at Austin Project Management and Construction Services This event is free Contact: Muriel Kruse at (512) 475-6856 muriel.kruse@austin.utexas.edu

04/17/12 - 19th Annual UT Austin and UT System HUB/SB Vendor Fair, 1701 Red River Austin, TX 78701

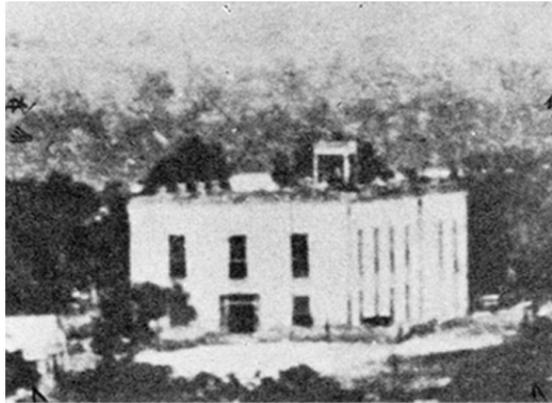
This an opportunity for HUBs and Small Businesses to exhibit their products, goods, and services to representatives from UT Austin, UT System and other state agency representatives. Contact: Tiffany Dockery Mays, tiffany.dockery@austin.utexas.edu

Civil and Family Courthouse Project: Procurement Process

By Cyd V. Grimes, C.P.M., CPPO

The Historic Heman Marion Sweatt Travis County Courthouse is overcrowded, not wired for 21st century technology, and inadequate for today's justice system. Many judges, members of the Texas Bar Association, and others have requested a new civil courthouse and restoration of the historic courthouse. In July 2008, the Travis County Commissioners Court began to develop a comprehensive, long-term Capital Improvement Project (CIP) to provide updated facilities in the downtown, South Congress, and Airport campuses.

The Master Plan is almost complete and the Civil and Family Courthouse (CFCH) is one of the first projects to be implemented. The Commissioners Court has committed to hire experts to provide assistance in deciding what strategy would be the best value for Travis



Travis County Courthouse circa 1855

Photo Courtesy Austin History Center, Austin Public Library, Photo # C08956

County taxpayers.

A Request for Services (RFS) for an Advisory Team was issued during the summer of 2011 to advise the County on the feasibility of various project delivery methods for the funding, design and construction of the new CFCH. Travis County needs outside expertise to assist in developing a strategy to construct

the CFCH. Additionally, the County is looking at the possibility of a Public-Private Partnership (P3) as an alternate project delivery method. P3 is a contracting approach that has been used to fund roads in Texas. However, there is limited history of the P3 funding process for public buildings at the County level.

The Commissioners Court appointed an Executive Committee to provide overall project planning and coordination, which includes the Purchasing Agent, who is tasked with overseeing the procurement process. Compliance with the County's procurement processes helps to ensure an open, fair and transparent process, and facilitates a thorough and coordinated effort for all parties interested. Ω

Purchasing Office Highlights

The Historically Underutilized Business (HUB) Team attended the Bexar County Contracting Conference this past December. Travis County was recognized as an exhibitor. The HUB team works with Bexar County by meeting new businesses and exchanging ideas on increasing minority and women-owned businesses' participation. Ω

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



From left to right: Betty Chapa, Travis County, Sylvia Diaz, Bexar County, Jerome T. Guerrero, Travis County at the Bexar County Contracting Conference held at the Freeman Expo Hall on December 7, 2011
Photo courtesy Bexar County Small Minority & Women-Owned Business Enterprise Program

is now Cyd V. Grimes, C.P.M., CPPO. What does this mean? It stands for Certified Public Procurement Officer (CPPO), and is a designation by the

Universal Public Procurement Certification Council (UPPCC), the entity which confers the CPPO designation. The UPPCC is accredited by the International

Federation of Purchasing and Supply Management.

Jesse Herrera, CTP, CTCM joins Purchasing as a Purchasing Agent Assistant. He will be working on Information Technology Services (ITS) purchases and related contracts. He was recently at the Texas Department of Transportation (TxDOT).

Vera Cervantes has retired after 19 years of services with Travis County, seven years with Purchasing. Her sweetness will be missed but she will enjoy her retirement! Ω

Special Information

Supplement to the Winter 2012 Issue

 *Purchasing Quarterly*

Tobacco Fact Sheet

FACTS ABOUT TOBACCO USE:

Tobacco kills. In fact, tobacco is the #1 cause of preventable death in Austin and Travis County. *Austin/Travis County Health and Human Services Department (ATCHHSD)*

Tobacco use causes more deaths than AIDS, crack, heroin, cocaine, alcohol, car accidents, fire, suicide, and murder—combined. *ATCHHSD*

In 2007, almost 600 deaths in Travis County were caused by cigarettes and other tobacco products—that's an average of 11 people every week. *ATCHHSD*
1 out of 3 cancer deaths in the U.S. is caused by smoking. US Dept. of Health and Human Services (*HHS*)

Smokeless tobacco is harder to quit than cigarettes. One can of snuff gives you as much nicotine as 60 cigarettes. *Centers for Disease Control and Prevention*

FACTS ABOUT SECONDHAND SMOKE

There is no safe level of exposure to secondhand smoke. *2010 Surgeon General's Report*

A person sitting within three to six feet of a smoker outdoors can be exposed to levels of secondhand smoke similar to those indoors. *Journal of Air and Waste Management Association*

Cigarette smoke contains more than 7,000 chemicals, including cyanide, mercury, ammonia, lead, arsenic, and formaldehyde. *HHS*

WHO'S AFFECTED?

More than 1 in 6 adults in Travis County smoke or use tobacco. *ATCHHSD*

43% of nonsmoking adults and children are exposed to secondhand smoke. *2006 Surgeon General's Report—The Health Consequences of Involuntary Exposure to Tobacco Smoke*

3,600 nonsmokers die of heart disease each year in Texas from exposure to secondhand smoke. *2006 Surgeon General's Report*

Asthma symptoms are more common and more severe in children exposed to secondhand smoke.

2006 Surgeon General's Report

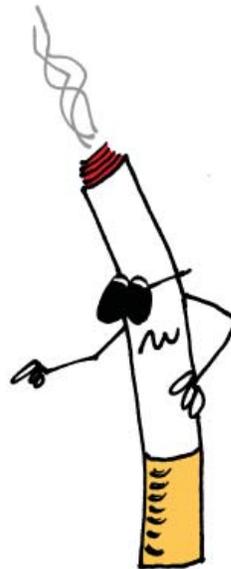
PROTECTING YOUR HEALTH AND ENVIRONMENT

Tobacco-free environments assist tobacco users who want to quit and protect the public from the harms of secondhand smoke. *2006 Surgeon General's Report*

Secondhand smoke is harmful in all environments, indoors and outdoors. *2010 Surgeon General's Report—How Tobacco Causes Disease*

Littered cigarette butts are toxic to fish and other marine life because the chemicals leach into our lakes and rivers. *ATCHHSD*

Tobacco litter is the most common form of litter, and cigarette butts can take up to 10 years to decompose.



Keep America Beautiful

Many businesses and organizations in our community have implemented or are considering tobacco-free workplaces to create healthier environments, lower healthcare costs, and positively impact employee health and wellbeing.

Free Resources to help quit

Seton Family of Hospitals is offering free tobacco cessation classes at locations throughout Travis County and resources such as nicotine patches, gum, and lozenges. Classes run in six week sessions. Call 512-324-2762 to sign up.

Texas Quitline 1-877-YES QUIT

(1-877-937-7848) offers free and confidential phone counseling services and resources such as nicotine patches, gums, or lozenges.