



Purchasing Quarterly

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2013 Purchasing Liaison Appreciation Workshop

By Jerome T. Guerrero

On August 8, 2013, the Purchasing Office hosted its annual Purchasing Liaison Workshop and newly added “Vendor Mini-Fair.” 70 Liaisons were in attendance for this event held in the 700 Lavaca Office Building, “Hall of Government.” The main purpose of the workshop was to introduce the Liaisons to Purchasing Office staff and to announce updates in the purchasing and related areas.

Another purpose of the workshop was to help orientate and instruct new Liaisons about policies and procedures

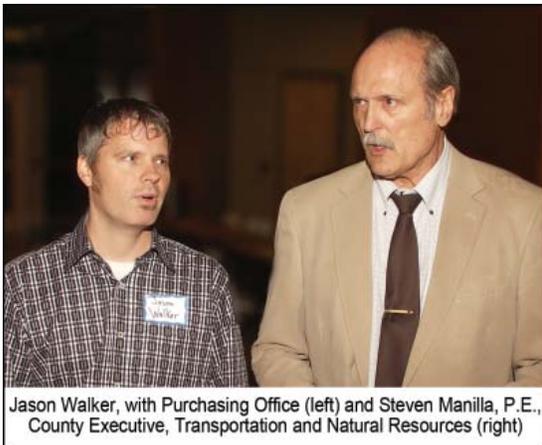
of the centralized Purchasing Office. This event allows liasons, both new and seasoned, to meet the faces behind the phone or purchase order email. As always, Purchasing staff is here to help the Liaisons through the process.

Part of the process of serving and working with Liaisons is receiving input and comments by surveys. One of the most frequently asked questions is, “Why does the purchasing process take so long?” The budget and purchasing process is



Nicki Riley, County Auditor and Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent

governed and authorized by Texas state law which may require extensive time for compliance. Depending on which statue a local governing entity follows, certain restrictions and laws will apply as to how the money is spent and how the purchasing process is conducted. The Travis County Purchasing Agent is authorized to conduct the purchasing process in an ethical, fair and legal manner while obtaining the best value for the taxpayer.



Jason Walker, with Purchasing Office (left) and Steven Manilla, P.E., County Executive, Transportation and Natural Resources (right)



Barbara Smith with Commissioners Office Precinct 4 (left) and Roger A. El Khoury, M.S., P.E., Director, for Facilities Management (right)

Speakers who were invited were department directors, Nicki Riley, County Auditor; Steven Manilla, P.E., County Executive for Transportation and Natural Resources (TNR); and Roger A. El-Khoury, M.S., P.E., Director, for Facilities Management. Ms. Riley



(left to right) Kathryn Madden, Hannah York and Tracy LeBlanc from the Auditor's Office

and some of her staff spoke briefly about SAP and its changes and updates. Her staff is also available as an additional resource for Liaisons to contact for assistance with SAP and other financial issues. Mr. Manilla and Mr. El Khoury spoke about their respective departments and the various projects with Travis County.

A new feature that was added to the workshop was a “Vendor Mini-Fair.” Approximately 14 vendors, 3 of which were Historically Underutilized Businesses

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Achievement of Excellence in Procurement

Staff Contribution

For the ninth consecutive year, the Travis County Purchasing Office has earned the Achievement of Excellence in Procurement award from the National Procurement Institute. This prestigious award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization. This award represents the Travis County Purchasing Office's commitment to our community, our organization and our profession, and proves our dedication to the highest standards of professionalism, innovation, best practices and fiscal stewardship.



The award reflects the health of the County's procurement functions. The award challenges the Purchasing Office to measure itself against the criteria set forth in the award and to make the appropriate changes. Travis County is one of only 43 government agencies in Texas and one of only 43 counties in the United States to receive the award. The AEP award indicates that the Office is offering the best procurement services to internal and external customers in a fast-paced, evolving environment. Ω

Serving the HUB Community

Staff Contribution

The Purchasing Office Historically Underutilized Business (HUB) staff had a busy 4th quarter in Fiscal Year 2013. HUB staff continues to build and maintain communication with several organizations, and prime contractors to serve the HUB community.

In July, the HUB Coordinator, Sylvia Lopez, went to Houston, to attend the Tri-County Black Chamber of Commerce's vendor



fair at the Reliant Center.

Other HUB staff also attended events hosted by Bexar County, (How to do Business with Bexar County) in San Antonio and the State of Texas (HUB Expo at the Austin Convention Center).

Literature on how to do business with Travis County was distributed to attendees at all events supported by the County in hard copy or flash drive. Ω

Allison Elementary “Bus Hop”

By Jerome T. Guerrero

Part of the County’s HUB Program is to reach out to the next generation of business owners by partnering with a local school to bring

Software Application and Healthcare Certification.

The second stop was the Blackwell-Thurman Criminal Justice Center District Court where both Judge Kocurek and retired Judge Lynch held a mock trial where the students played the parts of Judge, defendants, District Attorney and all the other parties to a criminal trial. Afterwards the students were taken to a real ongoing trial.



together elementary students with local business owners and County officials.

This year’s “Bus Hop” took place on May 30, 2013. Fifty-six students and four teachers from Allison Elementary school visited The Learning Pad, a locally owned career, training and workforce development center offering I.T. Certification,

The students were served a hot lunch from Luby’s sponsored by Purchasing Agent, Cyd V. Grimes, and enjoyed a tour of the Commissioners Court.

These students are the future of Travis County which is the most important reason to engage them in the business of today. Ω

Economic Opportunity Forums

12/11/13 - San Antonio
13th Annual Small, Minority, Women and Veterans Business Owners (SMWVBO) Contracting Conference
Address: Freeman Expo Hall, 3201 E Houston St San Antonio, Texas
Information: A forum for Small, Minority, Women and Veterans Business Owners (SMWVBO) to develop relationships, acquire knowledge and access opportunities that exist with public and private sector entities for the procurement of goods and services. Also a forum to further enhance the knowledge of procurement staff of the availability and ability of local firms with the desire to do business. Free parking and free Admission. See the web link for registration details at <http://bcit-pub-web2.bexar.org/SMWBECConfReg/Registration/>
Contact: Renee Watson @ Office: (210) 335-2478 Facsimile: (210) 335-0673 Cell: (210) 288-7571 Email: rwatson@bexar.org

“Liaison Workshop” continued from page 1



One of the newer Liaisons with Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent



Buyers, Loren Breland, (center) and C.W. Bruner, (far right) with vendors after the workshop

(HUBs), were able to meet the Liaisons and demonstrate their products and services. Input was positive from both liaisons and vendors.

The Purchasing Office is considering hosting a larger vendor fair, to allow “face time” for the vendors with the end-users.

The main step for Liaisons to remember is to ask for assistance with the purchasing process when there is any uncertainty with the requirements. The Purchasing Office has grown like the rest of Travis County and staff are here to instruct liaisons and vendors on the policies and procedures to best serve the taxpayers. Ω

Purchasing Office Website Changes

Staff Contribution

The Purchasing Office web site is being changed in appearance and content. Purchasing staff is working with the ITS Web Team to tweak and update the information that is available to the public.

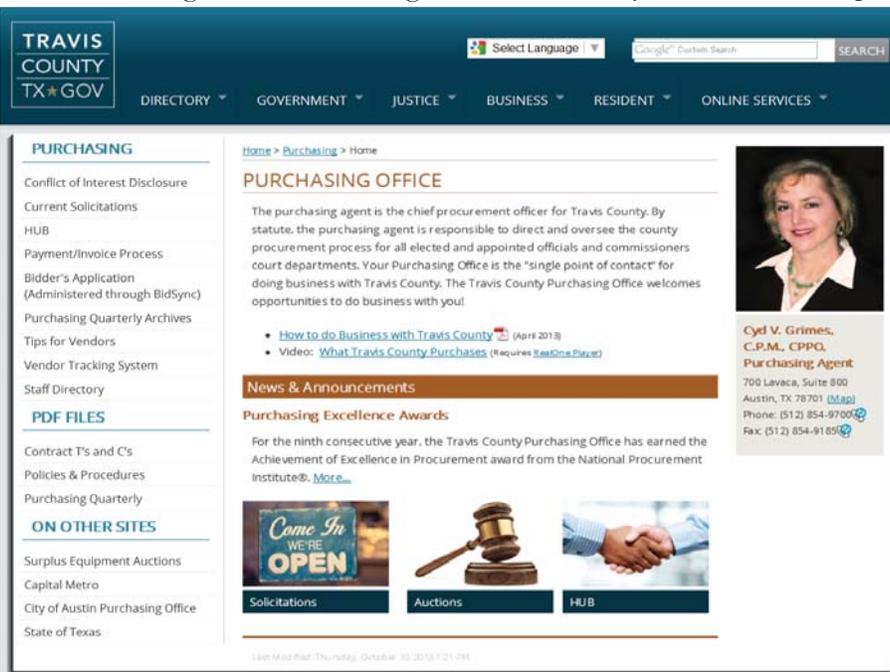
The primary change has been the removal of vendor registration. Vendors are now directed to visit the County's third-party procurement system, BidSync.com to register to receive notices of County procurement opportunities. Vendor registration in SAP is separate from BidSync and will continue to be handled by County staff. Vendor profiles for bid notifications is the responsibility of vendors in BidSync. (BidSync registration is free.)

Another improvement is the navigation on the Purchasing Home page. Based on website analytics, the Web Team realigned the page for easier navigation for external users when they visit the Purchasing page. The majority

of visitors are looking for the latest bid opportunities with Travis County. The other frequently visited pages are the Auctions and HUB pages. Each page will be evaluated and realigned for improved navigation and ease to find current, useful, and relevant information for visitors.

The HUB staff also received comments from the HUB community about Policies and Procedures. Those links are available on the side bar. Additionally, there are links to tips for vendors, payment processes, newsletter archives, and other local entities. The Purchasing Office welcomes input from internal and external visitors on how the web site can be improved and better serve their needs.

Please continue to visit the Purchasing Office web site to get the latest on bid opportunities and other helpful information. Ω



HB 194 Gives Service Disabled Veterans HUB Status

Reprinted Press Release from the Office of Rep. Joe Farias

House Bill 194, authored by Representative Joe Farias, was voted out of the Texas House. HB 194 will add a service disabled veteran category in determining whether a business is a Historically Underutilized Business (HUB) for purposes of state contracting.

As of now, a HUB is a business that is at least 51% owned by an Asian-Pacific American, African American, Hispanic American, Native American and/or American Woman. These are businesses that have historically been socially and economically disadvantaged. H.B.194 will consider businesses owned by veterans who have at least

a 20% service-connected disability to be considered for HUB Certification. Each state agency shall make a "good faith effort" to utilize HUBs in contracts for construction, services and commodities purchases.

According to the Texas Veterans Commission, there are between 325,000 and 350,000 service disabled veterans in Texas, and the U.S. Department of Veteran Affairs reports there are 293 verified service-disabled veteran businesses from Texas that are currently doing business with the federal government. Ω