



Purchasing Newsletter

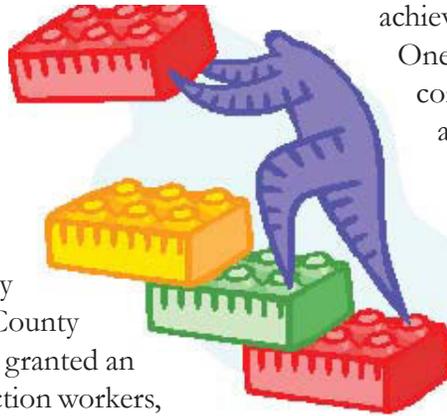
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Economic Developments Projects Increase for Travis County

By Jerome T. Guerrero

Recently, the Travis County Commissioners Court approved an economic incentive package with a large employer who decided to expand their corporate headquarters in Austin. The incentives include a rebate on property taxes. As part of their incentives, Travis County Commissioners Court requested and was granted an \$11 per hour minimum wage for construction workers, as well as voluntary compliance with the County's Historically Underutilized Business (HUB) Program requirements. In turn, the large employer anticipates hiring over 800 additional employees over the next 10 years increasing their employees to over 1,700 full-time positions. The construction impact is not considered in the final jobs count since those jobs are project-specific to the construction of the new offices.

The incentives are based on the employer achieving specific and progressive milestones. If those milestones are



achieved and exceeded, there will be bonus incentives. One condition of the bonus incentives is that the construction phase and finished corporate offices achieve USGBC LEED Silver certification. Several County departments will be monitoring the progress of this project.

Purchasing HUB Program staff will monitor the HUB participation during the construction phase of the corporate offices. This is the first incentive project with Travis County's HUB requirements.

As Travis County and the surrounding areas continue to attract businesses, the population is expected to grow with it. With this growth, economic development is going to be a continuing outlay of resources and personnel to monitor the effects of incentives. Currently, there are nine incentive projects for which the County expects to receive more inquiries and requests for various types of financial incentive packages. Ω

Job Order Contracts (JOC's) Awarded to HUBs

Staff Contribution

Job order contracts (JOCs) are used by the County to fulfill ordinary and sometimes large renovation projects for County facilities. It is an efficient way for the County to compete numerous, commonly encountered construction projects through multi-year contracts. JOC's are "indefinite delivery, indefinite quantity, fixed price" contracts which allow for multiple orders for renovation, rehabilitation and repair work for the County's needs.

The latest two awards for JOC went to two locally-owned Historically Underutilized

Businesses (HUBs). The awards were based on proposed construction scenarios with each bidder filling in fixed pricing. Most of these projects contain electrical, painting, drywall installation, flooring, ceiling and millwork. However, the work on these projects is not limited to these trades. Depending on the project, there can be opportunities for additional subcontracting work.

The County is excited to announce that these contracts were awarded to local HUBs. The HUB Program will also continue to encourage these HUB "primes" to utilize additional HUBs for any potential subcontracting opportunities. Ω



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Travis County

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Purchasing Agent

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Pct. 2 Commissioner Bruce Todd
Pct. 3 Commissioner Gerald Daugherty
Pct. 4 Commissioner Margaret Gómez

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250th District Ct. Judge John K. Dietz

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2014 Purchasing Liaison Workshop

Staff Contribution

On August 21, 2014, the Purchasing Office hosted its latest Purchasing Liaison Workshop. Approximately 50 liaisons attended. The main purpose of the workshop is to introduce the liaisons to the Purchasing Office staff and to announce updates



in the purchasing and financial realms.

The event allows the liaisons, both new and experienced, to see the faces behind the phone or purchase order. Additionally, the workshop helps orientate and instruct the new liaisons about the policies and procedures with a centralized purchasing office.



As always, the Purchasing staff is here to help the liaisons through the purchasing process.

The budget and purchasing process is governed and authorized by state law. The Travis County Purchasing Agent is authorized to conduct the purchasing process in a legal, ethical and fair manner while obtaining best value for taxpayers. As



employees of Travis County, we are all obligated to act in an appropriate and prudent manner when spending taxpayer dollars.

Presentations were made by County staff including, Shaun Auckland about County recycling; Kent Hubbard, Fixed Assets Manager, about Fixed Assets and Inventory Control; Walter LaGrone with ITS; and updates from First Assistant Auditor, Patti Smith, from the Auditor's Office.

Due to the positive response from last year's Vendor Fair, 20



vendors exhibited in the Hall of Government and visited with liaisons. Vendors were able to meet the liaisons and demonstrate their products and services.

The main take-away for the liaisons to remember is to ask for assistance in any part of the purchasing process. We are here to instruct liaisons and vendors on the policies and procedures to best serve the taxpayers.

Allison Elementary Bus-Hop

By Jerome T. Guerrero

The County's HUB Program hosted another field trip with students from Allison Elementary to visit local and minority-owned businesses and the local government at Travis County. This outreach effort encourages the students to see opportunities and role models outside of their community.

This year's bus-hop took place on May 21, 2014. Students visited Ace Jiu Jitsu Club, a locally owned business that teaches self-defense as well as physical and mental discipline. Students saw demonstrations of Jiu Jitsu by the owner, a Brazilian Jiu Jitsu champion. Afterwards, the students visited Judges Julie Kocurek and Mike Lynch to see how the judicial systems operates in Travis County.

Lunch was sponsored by a large



construction company. Representatives from the construction company presented, during lunch, information about career opportunities.

County staff ended the tour with a brief talk about the structure and function of local County government. Students learned how they are a part of the local government.

The time is now to involve all students in what is happening not only nationally but locally. Ω

Travis County ITS Assessment Form

By Rossana Barrios, ITS Dept.

Available online at Travis Central, the ITS Assessment Request Form is intended to help County users provide greater project details so that the ITS Project Management Office (PMO) can better understand the requestor's business needs. The Assessment Form also enables the PMO to efficiently prioritize and track the numerous project requests it receives from county wide departments.

Once the ITS Assessment Request Form is submitted, the form is delivered to the ITS Liaison who is assigned to the department that is requesting the IT services. The ITS Liaison then determines which project



manager or ITS team is best suited to respond to the project request. The form is also designed so that the requesting department is able to provide as much detail as possible with regard to the business requirements (i.e., program relevance, project timeline, user and training needs). Additionally, the form provides ITS with a process to ensure project security standards are in compliance.

Along with the Purchasing Office, ITS will work with users to ensure that ITS purchases meet the County's needs and follow applicable purchasing laws. Ω

Calendar of Events

10/23/14 - San Antonio
2014 MDBA MED Week
Honoring successful Minority Business

Hosted by the UTSA's Institute for Economic Development's, Minority Business Development Agency. To register go to www.samedweek.org or Call Jennifer Mort (210) 458-2480

10/24/14 - Austin
Small Business Accounting is

a practical introduction to basic accounting concepts and the primary financial statements. Fee: \$85 includes light breakfast

For Registration Information: www.austinsmallbiz.com or Small Business Development Program City of Austin (512) 974-7800 sbdp@austintexas.gov

10/29/14 - San Antonio
Federal Contracting Question and Answer Session. Hosted

by: UTSA SBDC PTAC - Come prepared with your questions send them ahead of time to Grace.

garcia@utsa.edu. Contact: Grace Garcia, Training Coordinator (210) 458-2448 or grace.garcia@utsa.edu

12/10/14 - San Antonio
14th Annual Small, Minority, Women and Veterans Business Owners (SMWVBO) Contracting Conference.

A forum for Small, Minority, Women and Veterans Business Owners (SMWVBO). See the web link for registration details at <http://www.bexar.org/130/> SMWBE-December-Conference Contact: Renee Watson @ Office: (210) 335-2478 Facsimile: (210) 335-0673 Cell: (210) 288-7571 Email: rwatson@bexar.org

20 Year Anniversary for County HUB Program



Helpful Hints for Doing Purchasing with Travis County

Since the County's purchasing function is governed by Chapter 262 of the Texas Local Government Code, known more commonly as the County Purchasing Act, there are some unique aspects to County purchasing.

The foremost item of importance to remember is that the County Purchasing Office is the only agency authorized to perform purchasing on the County's behalf. The County is not responsible for orders that are placed outside of the Purchasing Office.

You should...

- Request and obtain a Purchase Order number from the County prior to delivering items or performing services.
- Reference the Purchase Order number on your invoice.

- Obtain a legible signature, the name and telephone number from the individual receiving the goods or services on behalf of the ordering department.
- Follow up with user department staff to make sure items and services delivered have been received in the system.

You should NOT...

- Accept verbal orders placed by an employee outside the Purchasing Office.
- Accept orders without a Purchase Order number.
- Modify orders unless the Purchasing Office has issued an amendment to the Purchase Order.
- Invoice for items that have not been delivered. Ω