

PRINCE WILLIAM
— COUNTY —

PROCUREMENT ANNUAL REPORT



Fiscal Year 2024

July 1, 2023 – June 30, 2024

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DIRECTOR'S MESSAGE

It is a privilege to support the Board of County Supervisors, the County Executive, agencies, and departments. The Office of Procurement Services recognizes that public service means wise stewardship of public dollars, and we are dedicated to applying both strategic procurement services and technological innovation to the task.

In Fiscal Year 2024, we began working on a Procurement Strategic Work Plan to strengthen and improve the County's procurement process while ensuring alignment with world class procurement practices. Included in the work plan are goals aimed at modernizing the acquisition process to improve the overall buyer and vendor experience, and developing a robust marketplace that connects agencies to suppliers that meet their business needs. Many deliverables under the work plan have been completed and we look forward to continued progress toward our strategic goals.



I am exceptionally proud of Procurement Services staff for their great work throughout the fiscal year. They have made leadership exciting for me while exhibiting professional procurement leadership that is recognized regionally and nationally amongst our profession.

I am pleased to present the inaugural Annual Procurement Report for Prince William County.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read 'Shana N. Terry'.

Shana N. Terry
Chief Procurement Officer, Director
Office of Procurement Services



OUR MISSION

The Office of Procurement Services (OPS) provides efficient, innovative, and responsive services to obtain goods, services, and construction through effective broad-based competition. OPS provides guidance and training to County departments to ensure compliance with laws and regulations while promoting transparency in the acquisition process.

REPORT OBJECTIVES

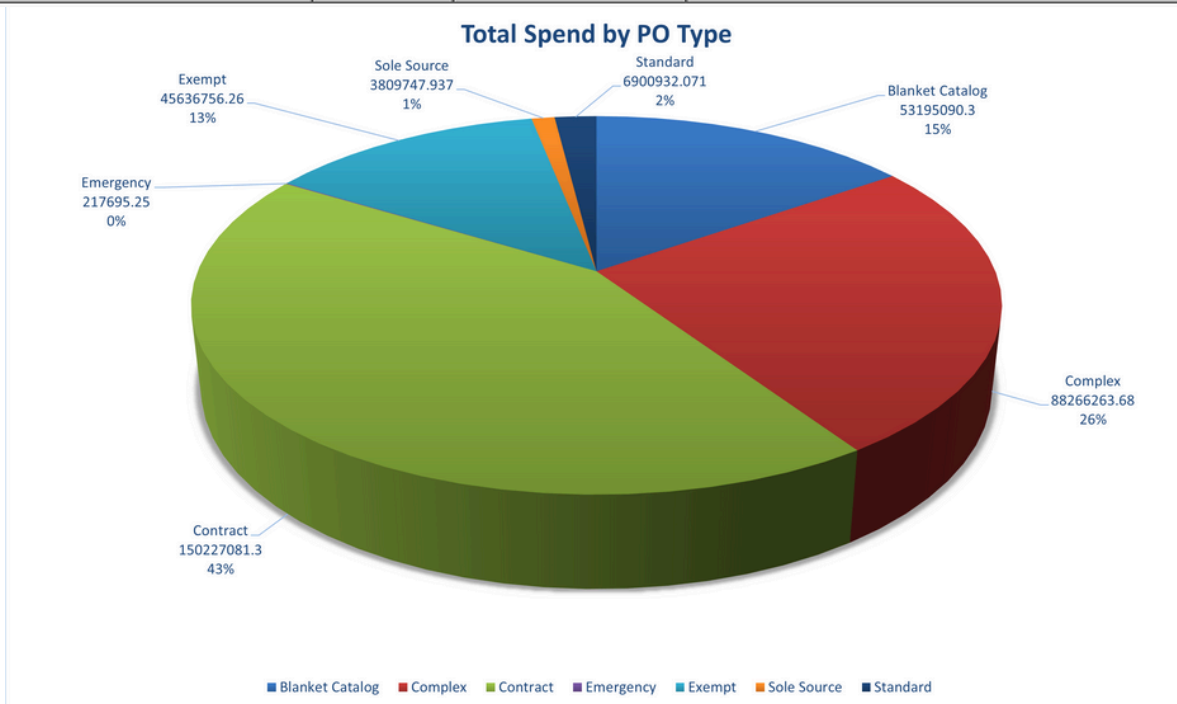
- Provide a transparent overview of County procurement activities, including spend analysis
- Highlight procurement expenditures and organizational efficiencies
- Share vendor outreach initiatives

FY24 OVERVIEW

The table below displays the overall spend for Prince William County in FY24, totaling **\$348,253,566**.

Total Spend and Number of Purchase Orders by PO Type

PO Type	# of POs	Amount	Description
Contract Purchases	3403	150,227,081.27	Purchases made through an existing contract.
Blanket Catalog Purchases	1938	53,195,090.30	Purchases made through a catalog or list with established pricing.
Exempt Purchases	1084	45,636,756.26	Purchases exempt from competition requirements.
Standard Purchases	776	6,900,932.07	Purchases with a complete set of specifications such as price and quantity with clearly defined payment and delivery timelines.
Sole Source Purchases	127	3,809,747.94	Goods or services only practicably available from a single source.
Complex Purchases	52	88,266,263.68	Purchases that require milestones, lumpsums, and established rates.
Emergency Purchases	18	217,695.25	Emergency Procurements due to breakdown of service or immediate need for the work to protect the public health, safety, and general welfare of the County and its inhabitants.
TOTAL	7398	348,253,566.77	



YEAR AT-A-GLANCE



SPEND TRENDS

Top 15 County Wide Spend Categories

#	Parent Category	Total Spend
1	Construction Services, Heavy, Including Maintenance and Repair Services	\$99,649,113.00
2	Data Processing, Computer, Programming, and Software Services	\$17,158,230.00
3	Architectural Services, Professional	\$15,388,401.00
4	Human Services	\$14,707,720.00
5	Insurance and Insurance Services, All Types	\$12,249,562.00
6	Miscellaneous Fees, Dues, Permits, Registrations, Rebates, Postage, Taxes	\$11,917,488.00
7	Consulting Services	\$11,913,318.00
8	Construction Services, General, including Maintenance and Repair Services	\$11,605,303.00
9	Construction Services, Trades, New Construction	\$9,943,812.00
10	Real Property Rental or Lease	\$9,042,529.00
11	Miscellaneous Services (not otherwise classified) *	\$7,989,229.00
12	Management and Operation Services	\$7,316,022.00
13	Financial Services, Higher Education	\$6,710,790.00
14	Fire Protection Equipment and Supplies	\$6,425,514.00
15	Trucks, including Diesel, Gasoline, Electric, Hybrid, and Alternative Fuel Units	\$6,155,968.00

*Miscellaneous services include administrative services, marketing & research, management and policy development, infrastructure, social services, and community services that do not have a defined category code.

Top 10 Departments, Total Spend in FY24

Total spend includes all contract purchases, direct pay, and P-Card purchases.

#	Department	Total Spend
1	Transportation	\$125,546,586.20
2	Facilities and Fleet Management	\$41,713,091.99
3	Housing and Community Development	\$40,920,380.07
4	Information Technology	\$37,635,373.52
5	Fire and Rescue	\$37,244,501.06
6	Social Services	\$34,943,184.50
7	Community Services	\$21,904,465.88
8	Parks, Recreation and Tourism	\$20,572,791.65
9	Public Works	\$18,234,166.39
10	Police	\$13,162,596.36

VENDOR OUTREACH

The Office of Procurement Services (OPS) is expanding vendor outreach and upholding our strategic goal to increase our supplier network. OPS hired a Vendor Relations Coordinator in FY24 to lead these efforts.

OPS participated in a variety of vendor outreach activities in FY24, in both virtual and face-to-face formats to ensure that the vendor community continues to be made aware of the various opportunities to do business with Prince William County.

The Office of Procurement Services hosted or participated in the following vendor outreach events, connecting with hundreds of vendors:

- First Annual Procurement Expo, *“Making Connections, Building Partnerships”*
- How to Do Business with Prince William County Virtual Vendor Workshop
- Economic Development Business Celebration Event
- Regional Chamber of Commerce Events



NOTABLE PROCUREMENTS

Capital Procurements

Contracts awarded in FY24; multi-year construction projects with varying timelines for completion.

Description	Award Amount
Worth Center - Crisis Receiving Center	\$23,680,291.35
Summit School Rd Extension, Telegraph Rd Widening, Horner Rd Lot Expansion	\$26,829,015.05
Phase III Cell B Liner System Construction	\$6,133,375.00
Construction of James Long Park Improvements	\$3,256,886.00
EOC Renovation Project	\$4,656,000.00
Prince William County Judicial Center HVAC Equipment Upgrades	\$5,994,000.00
Prince William County Judicial Center Elevator Upgrades	\$4,118,525.00
Renovations for Prince William County Adult Detention Center (ADC)	\$2,208,731.26



Neabsco Mills Ribbon Cutting



Brentsville Road Interchange Ribbon Cutting

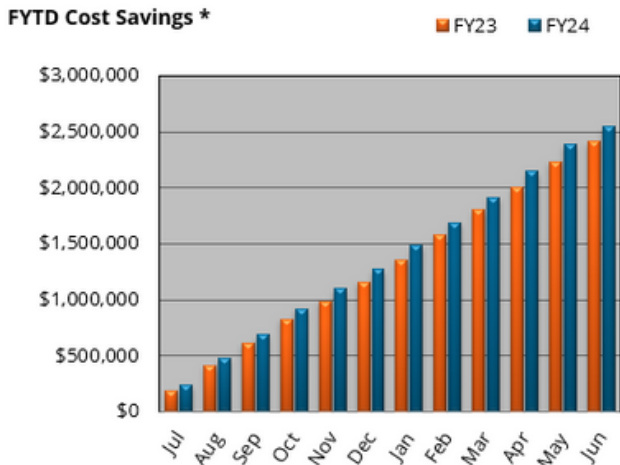
Non-Capital Procurements

- Group Medical and Dental Programs (PWC Employee Benefits)
- Group Vision Program (PWC Employee Benefits)
- Labor Relations Administrator
- Photo Enforcement Services

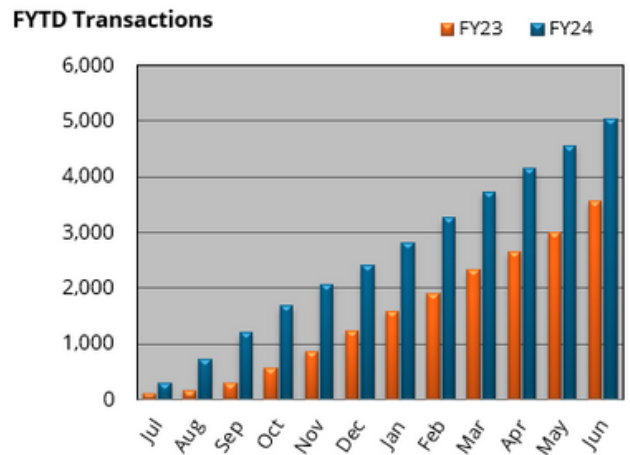
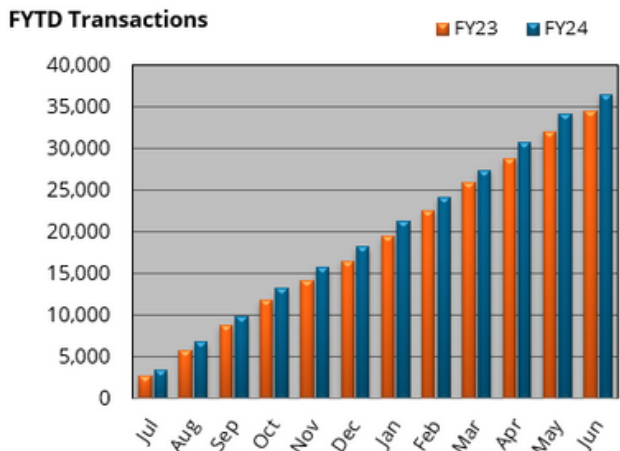
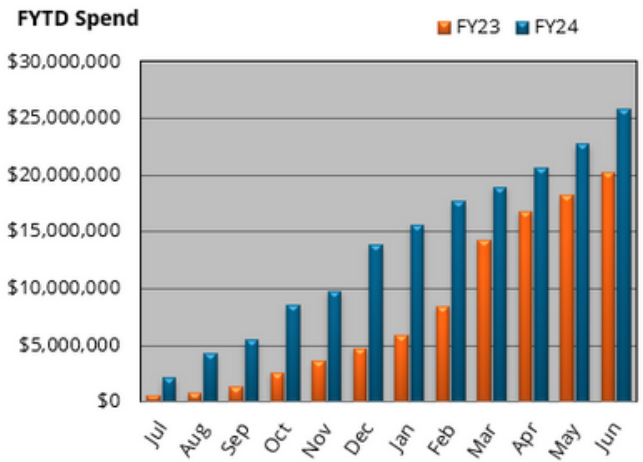
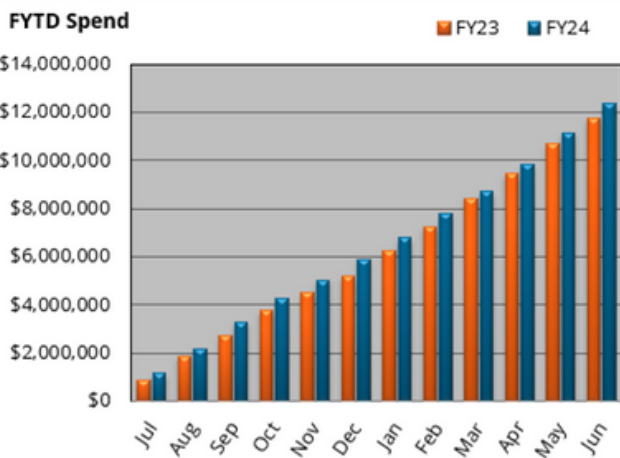
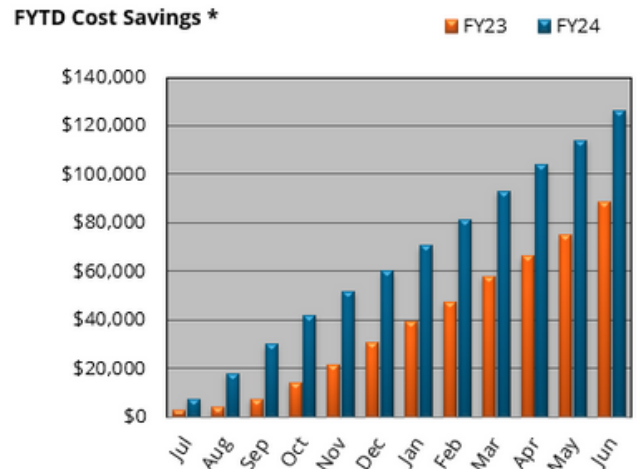
CARD PROGRAMS

The Procurement and Virtual Card programs reported \$38M in expenditures and \$2.7M in administrative cost savings, spanning over 41.5K transactions. These administrative cost savings represent organizational efficiencies for the County.

Procurement Card



Virtual Card



PRINCE WILLIAM

Procurement Services

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