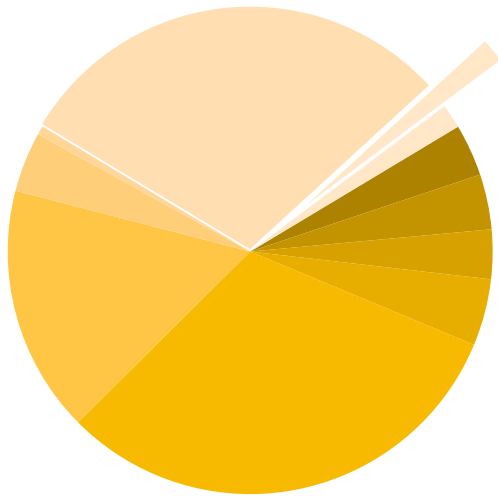


# Procurement Services

## Mission Statement

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



Government Operations, Performance & Innovation  
**Expenditure Budget: \$192,914,513**

**Expenditure Budget:**  
**\$3,099,857**

*1.6% of Government Operations,  
Performance & Innovation*

### Programs:

- Procurement Services: \$3,099,857

## Mandates

The County is mandated to follow the Virginia Procurement Act in accordance with the Code of Virginia. The Act establishes the legal framework for public procurement, ensuring fair and competitive purchasing processes for goods, services, and construction contracts.

**State Code:** [Title 2.2 Chapter 43](#) (Virginia Procurement Act)

# Procurement Services

## Expenditure and Revenue Summary



| Expenditure by Program    | FY22 Actuals | FY23 Actuals | FY24 Actuals | FY25 Adopted | FY26 Proposed      | % Change Budget FY25/ Budget FY26 |
|---------------------------|--------------|--------------|--------------|--------------|--------------------|-----------------------------------|
| Procurement Services      | \$0          | \$0          | \$0          | \$0          | \$3,099,857        | -                                 |
| <b>Total Expenditures</b> | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$3,099,857</b> | <b>-</b>                          |

### Expenditure by Classification

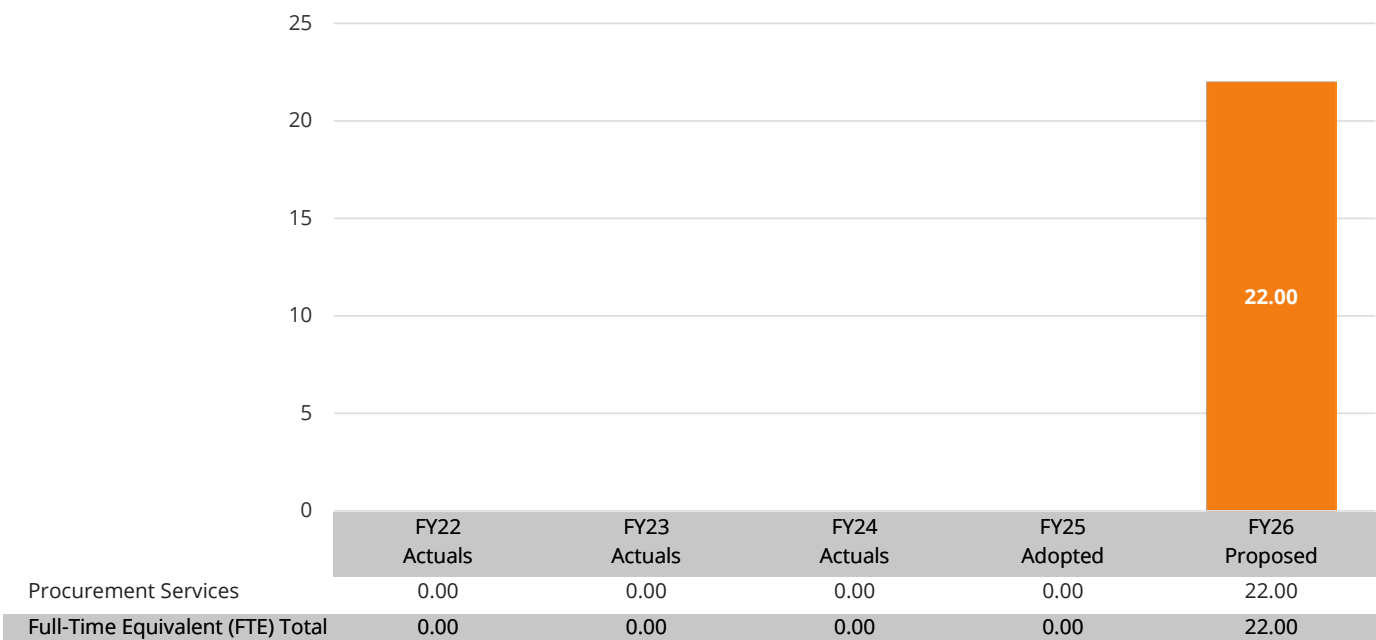
|                              |            |            |            |            |                    |          |
|------------------------------|------------|------------|------------|------------|--------------------|----------|
| Salaries & Benefits          | \$0        | \$0        | \$0        | \$0        | \$3,139,454        | -        |
| Contractual Services         | \$0        | \$0        | \$0        | \$0        | \$24,523           | -        |
| Internal Services            | \$0        | \$0        | \$0        | \$0        | \$62,123           | -        |
| Purchase of Goods & Services | \$0        | \$0        | \$0        | \$0        | \$117,520          | -        |
| Leases & Rentals             | \$0        | \$0        | \$0        | \$0        | \$6,340            | -        |
| Reserves & Contingencies     | \$0        | \$0        | \$0        | \$0        | (\$250,103)        | -        |
| <b>Total Expenditures</b>    | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$3,099,857</b> | <b>-</b> |

### Funding Sources

|   |            |            |            |            |                    |          |
|---|------------|------------|------------|------------|--------------------|----------|
| Miscellaneous Revenue                   | \$0        | \$0        | \$0        | \$0        | \$854,578          | -        |
| Transfers In                            | \$0        | \$0        | \$0        | \$0        | \$83,867           | -        |
| <b>Total Designated Funding Sources</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$938,445</b>   | <b>-</b> |
| <b>Net General Tax Support</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$2,161,412</b> | <b>-</b> |
| <b>Net General Tax Support</b>          | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>69.73%</b>      |          |

The FY22-FY24 Actuals for Procurement Services are included in the Finance Department. The program was shifted to Executive Management in the adopted FY25 budget.

## Staff History by Program



Note: Procurement Services was located in Executive Management during FY2025 (20.00 FTE) and in the Finance Department in prior years before FY2025.

# Procurement Services

## Future Outlook

**Modernizing Procurement for Efficiency and Innovation** – The Office of Procurement Services continues their work on modernizing the acquisition process to improve the overall customer and vendor experience, expanding procurement solutions through strategic and sustainable sourcing, and the use of strategic sourcing marketplaces. The office will focus efforts on acquisition planning, procurement training, contract compliance, and developing a robust marketplace that connects County agencies to vendors that meet their business needs.

## General Overview

**A. Shift and Creation of New Agency** – The proposed budget shifts the existing program from the Office of Executive Management to a new agency named the Office of Procurement Services. There is no net general fund impact with this shift.

## Budget Initiatives

### A. Budget Initiatives

#### 1. Procurement Manager & Analyst – Procurement Services

|                     |           |
|---------------------|-----------|
| Expenditure         | \$281,609 |
| Revenue             | \$281,609 |
| General Fund Impact | \$0       |
| FTE Positions       | 2.00      |

**a. Description** – This initiative establishes two full-time positions: a Procurement Manager and a Procurement Analyst to support the County’s growing procurement needs to ensure compliance with state and federal procurement regulations and enhance operational efficiency. The source of funding for this initiative is additional revenue from purchase card (P-Card) rebates, therefore there is no general fund impact.

- The Procurement Manager will oversee procurement processes, ensure contract monitoring and oversight, and enhance service delivery by realigning procurement staff to better serve government agencies. The position will also support dedicated Procurement Officers assigned to different government quadrants to ensure efficient procurement of quality goods and services.
- The Procurement Analyst will support procurement training efforts, maintain the County’s procurement system (Mobius), and develop best practices for contract administration. As more staff members engage in procurement activities, the need for structured training and system oversight increases to mitigate financial risks and ensure compliance.

Currently, Procurement Services funds a temporary administrative specialist to address increasing workloads, limiting the ability to focus on other strategic procurement initiatives. These full-time positions will allow the team to improve operational efficiency and provide better customer service to internal and external stakeholders.

**b. Service Level Impacts** – Adding these positions will strengthen procurement oversight, improve efficiency in procurement processes, and ensure compliance with public procurement laws, fostering transparency and fairness. Increased programming and service expansions have led to a rise in procurement demands across departments. Additional impacts to service levels are below:

▪ **External customer’s procurement process satisfaction**

|                          |  |     |
|--------------------------|--|-----|
| <i>FY26 w/o Addition</i> |  | 90% |
| <i>FY26 w/ Addition</i>  |  | 95% |

▪ **Internal customers’ procurement process satisfaction**

|                          |  |     |
|--------------------------|--|-----|
| <i>FY26 w/o Addition</i> |  | 85% |
| <i>FY26 w/ Addition</i>  |  | 90% |

# Procurement Services

## 2. Vendor Outreach, Engagement and Training – Procurement Services

|                     |          |
|---------------------|----------|
| Expenditure         | \$18,391 |
| Revenue             | \$18,391 |
| General Fund Impact | \$0      |
| FTE Positions       | 0.00     |

**a. Description** – This initiative combines the Annual Procurement Expo & Vendor Outreach efforts with a Customized Procurement Training program to create a robust supplier engagement and training initiative. The source of funding for this initiative is additional revenue from purchase card (P-Card) rebates, therefore there is no general fund impact. This funding will:

- Expand the County’s Procurement Expo and vendor outreach efforts to enhance supplier diversity, increase vendor participation, and strengthen business relationships.
- Develop a procurement training program based on skills assessments, aligning with the National Institute of Governmental Purchasing recommendations to ensure procurement staff maintain professional certifications and stay up to date on best practices.

By investing in vendor engagement and procurement training, the County will create a more inclusive, competitive procurement environment while ensuring that staff are equipped with the skills necessary to execute procurement efficiently and in compliance with regulations.

**b. Service Level Impacts** – Expanding vendor outreach will increase the number of qualified bidders, foster competition, and potentially lower procurement costs. Meanwhile, improved procurement training will enhance procurement expertise, reduce compliance risks, and support a highly skilled workforce.

# Procurement Services

## Program Summary

### Procurement Services

Promote excellence and efficiency by maximizing fair and open competition, while obtaining quality goods and services that support the mission of the County in compliance with applicable laws and regulations.

| Key Measures   | FY22 Actuals | FY23 Actuals | FY24 Actuals | FY25 Adopted | FY26 Proposed |
|--|--------------|--------------|--------------|--------------|---------------|
| External customers' procurement process satisfaction | 87%          | 85%          | 96%          | 95%          | 95%           |
| Internal customers' procurement process satisfaction | 81%          | 82%          | 86%          | 90%          | 90%           |

| Program Activities & Workload Measures<br><i>(Dollar amounts expressed in thousands)</i> | FY22 Actuals | FY23 Actuals | FY24 Actuals | FY25 Adopted | FY26 Proposed  |
|--|--------------|--------------|--------------|--------------|----------------|
| <b>Procurement of Goods and Services</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$0</b>   | <b>\$3,100</b> |
| Processing time in days for Invitation for Bid (IFB)                                     | -            | -            | -            | -            | 90             |
| Processing time in days for Request for Proposal (RFP)                                   | -            | -            | -            | -            | 180            |
| Contracts managed  | -            | -            | -            | -            | 800            |
| Contracts awarded  | -            | -            | -            | -            | 115            |
| Purchase card spend (fiscal year)  | \$12.3M      | \$11.7M      | \$12.4M      | \$11.3M      | \$12.0M        |
| Purchase order spend per Procurement Officer FTE (fiscal year)                           | \$64.5M      | \$89.2M      | \$29.9M      | \$74.5M      | \$30.0M        |
| Training sessions provided for County staff  | -            | -            | -            | -            | 60             |
| Virtual card spend   | -            | -            | -            | -            | \$23.0M        |
| Virtual card transactions  | -            | -            | -            | -            | 4,000          |
| Purchase order spend (fiscal year)   | \$709.4M     | \$1.1B       | \$328.8M     | \$894.0M     | \$300.0M       |
| Solicitations issued annually  | 79           | 58           | 69           | 65           | -              |
| Purchase card spend per Purchase Card Program FTE (fiscal year)                          | -            | -            | \$6.2M       | \$3.5M       | -              |