Procurement & Special Services (Dept. 06)

Mission Statement: *To provide accessible and responsive internal and external customer service in the procurement of supplies, equipment, services and construction for McHenry County Government in accordance with the standards established by the McHenry County Purchasing Ordinance, Federal, and Illinois State Law.*

Department Created By: *Ordinance #O-9311-1200-58 of the McHenry County Board*
Classification – General Government

Background: Procurement is responsible for ensuring and enforcing compliance with the County's Purchasing Ordinance, Federal and State Laws, adhering to a fair and uniform bid process, researching the best price for products requested by County departments and play a lead role in all major capital projects the County Board implements. The Chairman of the Board and the Director of Procurement are the primary contract signatories for the County unless the County Board specifically assigns authority or if special funds require a different signature legally binding the County to a contractual obligation.

Functions: FUNCTIONS PROVIDED BY COUNTY BOARD

- **Bid Process:** The Director of Procurement and/or Buyer work with departments to obtain specifications for purchases (goods or services) exceeding $30,000. Specifications are obtained from Departments and posted on the County's website. Bid notifications are publically advertised and sent to pre-approved vendors. Per State Purchasing Law, the County cannot award bids or proposals based on local preference alone.
- **Buyers:** Process requisitions and issue purchase orders for goods and services greater than $5,000 and less than $30,000. Other tasks include: verifying board approval has been granted via resolution on purchases exceeding $30,000; maintain files on all contracts; update and track change orders; track product delivery; outreach to new vendors; and maintain a complete transaction file on all purchase orders, contracts and solicitations issued.
- **Asset/Supplies Disposal:** Maintain and inventory County assets no longer needed but deemed to still have value to the organization by the Director of Procurement. Assets and supplies may be photographed and uploaded to the County's intra-net site for departmental viewing. If the asset has high value (Vehicles) or minimal to no value, the item is placed on the auction or disposal list. Notification is sent to the Auditor's office upon sale or disposal of an asset, while fixed assets are closed out in D365.
- **Mailroom:** Responsibilities include: sorting, delivering and pickup of all departmental mail (US Postal Service, Fed Ex, UPS, etc.) including all interoffice mail; processing all outgoing mail, verifying weight, applying postage, and sorting to maintain bulk postage rates; and accepting deliveries at the loading dock. All packages are scanned and delivered to departments with signature verification.
- **General Administrative:** Procurement and Special Services updates and maintains the Vendor Master File, W-9 forms, and Certificates of Insurance. Procurement and Special Services also reviews all opened Purchase Orders and responds to all questions related to RFP's or Bid Documents. The Director of Procurement & Special Services also coordinates the County-Wide Capital Budget; enforces County contracts up to litigation; provides administrative oversight of the GIS Department; serves as Treasurer of the McHenry County Fiber Network consortium; and coordinates the County Broadband expansion efforts.

2024 Highlights

- Successfully updated Purchasing Ordinance including increased purchasing thresholds for departments and IT

- Successfully updated and upgraded Mail Center operations, including a completely new postage machine, package tracking, and US Postal Service system compliance

- Worked with GIS to develop data and mapping tools for County municipalities

- Facilitated the purchase of $6.8 million in capital projects.

2025 Goals

- High-Speed Broadband expansion across north-central and western McHenry County

- Support for the McHenry County Municipal Partnership Initiative

- Expand GIS services available to departments and County Municipalities

Performance Measures

Workload Indicators:	2023 Actual	2024 Projected	2024 Mid-Year	2025 Projected
Purchase Orders Issued	1012	1108	570	1000
Bids/RFPs/RFQs/Etc. Issued	60	40	28	75
Total Joint Purchasing Contract Participation	32	33	N/A	35
Total Outgoing Mail (units)*	N/A	N/A	130,000	300,000
Total Outgoing Packages*	N/A	N/A	600	1100
Total Quotes Requested	331	294	150	300

Performance Measures:	2023 Actual	2024 Projected	2024 Mid-Year	2025 Projected
% of Departments Reporting Positive Experience working with Purchasing	96%	97%	N/A	97%
Hits on Purchasing Bids/RFPs/RFQs website	36,663	62,000	14,820	30,000

* A completely new postage system was approved by the County Board in August 2023 and installed in October 2023. Previous data from the old system was non-transferrable. Package data was tracked manually until October 2023.

Full Time Equivalents History

Job Title	2022-23 FTE	2023-24 FTE	2024-25 FTE
Director of Purchasing	1.00	0.00	0.00
Director of Procurement & Special Services	0.00	1.00	1.00
Procurement Specialist II	1.00	1.00	1.00
Procurement Specialist I	1.00	1.00	1.00
Administrative Specialist III	1.00	1.00	1.00
Mail Clerk I	2.00	1.00	1.00
Mail Center Supervisor	0.00	1.00	1.00
Total Dept 06 - Procurement & Special Services	**6.00**	**6.00**	**6.00**

Organizational Chart

County of McHenry
2025 Proposed Budget
06 - Procurement and Special Services

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
General Fund					
30 - Personnel Total	301,162	344,031	350,902	226,451	370,771
40 - Contractual Total	20,430	57,759	42,740	21,210	41,940
50 - Commodities Total	461,168	424,101	461,750	341,461	462,250
General Fund Expense Total	**782,760**	**825,891**	**855,392**	**589,121**	**874,961**

To View Interactive Budget (both Financial and Non Financial Information)

https://mchenrycountyil.openbook.questica.com/#/spotlight/efe8db06-7ac6-45bc-9f0f-845fa5d1f6d0