

Office of Procurement



MISSION AND SERVICES

The Office of Procurement (OOP) oversees the procurement of goods, services, and construction using public funds, in collaboration with County departments. The OOP's commitment is rooted in inclusivity, transparency and equity with the goal of serving County residents, businesses and the public interest.

CORE SERVICES

- Ensure procurement standards are met and conform with the County's regulations
- Ensure that procurement professionals can directly collaborate with County staff throughout the entire procurement process
- Support the development, economic growth and retention of County-based businesses
- Ensure facilitation of general procurement education for staff, agencies and suppliers
- Manage contract solicitations, procurements and contract administration for agencies
- Advocate for local, small, disadvantaged, minority and veteran-owned businesses seeking to do business with the County

STRATEGIC FOCUS AND INITIATIVES FOR FY 2025

The office's top priorities in FY 2025 are:

- Cultivate a centralized procurement environment for County staff, agencies and suppliers.
- Successfully launch and integrate enterprise resource planning software.
- Document standard processes, establish uniform document requirements and provide an expectation of processing times for the full life-cycle of procurement requests.
- Educate agencies about the County's supply schedule program.
- Monitor livable wage requirements for County-funded service contracts.
- Monitor prevailing wage requirements for County-funded construction projects.

FY 2025 BUDGET SUMMARY

The FY 2025 proposed budget for the Office of Procurement is \$6,777,200, an increase of \$6,777,200 or 100.0% over the FY 2024 approved budget.

Expenditures by Fund Type

Fund Types	FY 2023 Actual		FY 2024 Budget		FY 2024 Estimate		FY 2025 Proposed	
	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$—		\$—		\$—		\$6,777,200	100.0%
Total	\$—		\$—		\$—		\$6,777,200	100.0%

Reconciliation from Prior Year

	Expenditures
FY 2024 Approved Budget	\$—
Shift: Transfer from the Office of Central Services — Compensation costs for 36 positions including annualized prior year salary adjustments	\$3,383,000
Shift: Transfer from the Office of Central Services — Increase in OIT charges based on anticipated countywide costs for technology	1,158,700
Shift: Transfer from the Office of Central Services — Associated fringe benefit costs for the 36 positions	1,099,500
Add: Compensation - New Positions — Add new positions: Director-G, an Associate Director-G and a Human Resources Analyst 4G	452,700
Add: Operating — Costs for contracts to develop standard operating procedures, temporary staffing and a new purchase-card electronic receipts system	374,000
Shift: Transfer from the Office of Central Services — Costs for telephone, printing, training, advertising and interagency charges from the Office of Law	246,700
Add: Fringe Benefits - New Positions — Fringe benefit costs associated with the three new positions	166,300
Shift: Transfer from the Office of Central Services — Costs for contracts to achieve 50% public procurement with small, minority and County-based businesses	100,000
Add: Operating — Anticipated costs for computer accessories	15,000
Shift: Transfer from the Office of Central Services — Capital fund recoveries for procurement officer positions	(218,700)
FY 2025 Proposed Budget	\$6,777,200

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2023 Budget	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25
General Fund				
Full Time - Civilian	0	0	39	39
Full Time - Sworn	0	0	0	0
Subtotal - FT	0	0	39	39
Part Time	0	0	0	0
Limited Term	0	0	0	0
TOTAL				
Full Time - Civilian	0	0	39	39
Full Time - Sworn	0	0	0	0
Subtotal - FT	0	0	39	39
Part Time	0	0	0	0
Limited Term	0	0	0	0

Positions By Classification	FY 2025		
	Full Time	Part Time	Limited Term
Administrative Aide	3	0	0
Administrative Assistant	1	0	0
Administrative Specialist	3	0	0
Associate Director	1	0	0
Compliance Specialist	11	0	0
Contractual Services Officer	2	0	0
Deputy Director	1	0	0
Director	1	0	0
Executive Director	1	0	0
Human Resources Analyst	1	0	0
Info Tech Proj Coord	1	0	0
Procurement Officer	12	0	0
Statistical Analyst	1	0	0
TOTAL	39	0	0

Expenditures by Category - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Compensation	\$—	\$—	\$—	\$3,835,700	\$3,835,700	
Fringe Benefits	—	—	—	1,265,800	1,265,800	
Operating	—	—	—	1,894,400	1,894,400	
Capital Outlay	—	—	—	—	—	
SubTotal	\$—	\$—	\$—	\$6,995,900	\$6,995,900	
Recoveries	—	—	—	(218,700)	(218,700)	
Total	\$—	\$—	\$—	\$6,777,200	\$6,777,200	

In FY 2025, personnel expenditures increase 100.0% above the FY 2024 budget due to the creation of the Office of Procurement. The compensation budget includes funding for 38 of 39 full time positions. Thirty-six positions are transferred from the Office of Central Services and three positions are new. The three new positions are a Director, an Associate Director and a Human Resources Analyst. Fringe benefit expenditures increase 100.0% due to the creation of the Office of Procurement.

Operating expenditures increase 100.0% over the FY 2024 to support operations. Major operating expenditures include the OIT technology allocation charge for regular maintenance and upgrades for the County's procurement system, a new purchase-card electronic receipts system, training and contracts for standard operating procedures and temporary staffing services.

Recoveries increase 100.0% over the FY 2024 budget and are a direct transfer of the personnel recoveries to the capital fund from the Office of Central Services.

Expenditures by Division - General Fund

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Office of the Director	\$—	\$—	\$—	\$2,119,500	\$2,119,500	
Office of Administrative Services	—	—	—	997,900	997,900	
Office of Business Services	—	—	—	2,156,600	2,156,600	
Office of Accountability	—	—	—	1,503,200	1,503,200	
Total	\$—	\$—	\$—	\$6,777,200	\$6,777,200	

General Fund - Division Summary

Category	FY 2023 Actual	FY 2024 Budget	FY 2024 Estimate	FY 2025 Proposed	Change FY24-FY25	
					Amount (\$)	Percent (%)
Office of the Director						
Compensation	\$—	\$—	\$—	\$402,600	\$402,600	
Fringe Benefits	—	—	—	132,900	132,900	
Operating	—	—	—	1,584,000	1,584,000	
Capital Outlay	—	—	—	—	—	
SubTotal	\$—	\$—	\$—	\$2,119,500	\$2,119,500	
Recoveries	—	—	—	—	—	
Total Office of the Director	\$—	\$—	\$—	\$2,119,500	\$2,119,500	
Office of Administrative Services						
Compensation	\$—	\$—	\$—	\$693,600	\$693,600	
Fringe Benefits	—	—	—	228,900	228,900	
Operating	—	—	—	75,400	75,400	
Capital Outlay	—	—	—	—	—	
SubTotal	\$—	\$—	\$—	\$997,900	\$997,900	
Recoveries	—	—	—	—	—	
Total Office of Administrative Services	\$—	\$—	\$—	\$997,900	\$997,900	
Office of Business Services						
Compensation	\$—	\$—	\$—	\$1,737,100	\$1,737,100	
Fringe Benefits	—	—	—	573,200	573,200	
Operating	—	—	—	65,000	65,000	
Capital Outlay	—	—	—	—	—	
SubTotal	\$—	\$—	\$—	\$2,375,300	\$2,375,300	
Recoveries	—	—	—	(218,700)	(218,700)	
Total Office of Business Services	\$—	\$—	\$—	\$2,156,600	\$2,156,600	
Office of Accountability						
Compensation	\$—	\$—	\$—	\$1,002,400	\$1,002,400	
Fringe Benefits	—	—	—	330,800	330,800	
Operating	—	—	—	170,000	170,000	
Capital Outlay	—	—	—	—	—	
SubTotal	\$—	\$—	\$—	\$1,503,200	\$1,503,200	
Recoveries	—	—	—	—	—	
Total Office of Accountability	\$—	\$—	\$—	\$1,503,200	\$1,503,200	
Total	\$—	\$—	\$—	\$6,777,200	\$6,777,200	

DIVISION OVERVIEW

Office of the Director

The Office of the Director plays a pivotal role in overseeing agency operations and offering strategic policy guidance to the operating divisions. This essential division takes on the responsibility of efficiently managing each operational sector, encompassing budget development, monitoring and financial management. It serves as the central hub for ensuring cohesive management across divisions and fostering a streamlined approach to achieve organizational objectives.

Fiscal Summary

In FY 2025, division expenditures increase \$2,119,500 or 100.0% over the FY 2024 budget due to the creation of the division. Staffing resources increase three positions over the FY 2024 budget. The primary budget changes include:

- An increase in personnel costs primarily due to the transfer of two positions from the Office of Central

Services and the addition of one new Director-G position.

- Operating expenditures include the OIT technology allocation charge, other technology costs, contracts to develop standard operating procedures and training costs.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$-	\$2,119,500	\$2,119,500	-
STAFFING				
Full Time - Civilian	0	3	3	-
Full Time - Sworn	0	0	0	-
Subtotal - FT	0	3	3	-
Part Time	0	0	0	-
Limited Term	0	0	0	-

Office of Administrative Services

The Office of Administrative Services is dedicated to delivering comprehensive human resource management services, with a focus on attracting, developing, and retaining a highly skilled and diverse workforce. Additionally, the IT team within this office plays a crucial role by providing technical support to the agency. The team efficiently manages the County’s electronic procurement system and addresses general IT needs for internal staff, vendors and customer agencies. The team is committed to preserving data integrity and advancing the agency’s transparency efforts through effective IT solutions.

Fiscal Summary

In FY 2025, division expenditures increase \$997,900 or 100.0% over the FY 2024 budget due to the creation of the division. Staffing resources increase seven positions over the FY 2024 budget. The primary budget changes include:

- An increase in personnel costs primarily due to the transfer of five positions from the Office of Central Services and the addition of two new positions, an Associate Director-G and a Human Resources Analyst 4G.
- Operating expenditures include costs for telephone, printing, training, advertising and office supplies. There is also funding for a new purchase-card electronic receipts system.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$-	\$997,900	\$997,900	-
STAFFING				
Full Time - Civilian	0	7	7	-
Full Time - Sworn	0	0	0	-
Subtotal - FT	0	7	7	-
Part Time	0	0	0	-
Limited Term	0	0	0	-

Office of Business Services

The Office of Business Services provides overall management and direction for the County’s purchasing functions in accordance with the legal authority established by Section 603 of the Charter, Subtitle 10A of the Prince George’s County Code. This division is responsible for the procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County’s minority business enterprises activities.

Fiscal Summary

In FY 2025, division expenditures increase \$2,156,600 or 100.0% over the FY 2024 budget due to the creation of the division. Staffing resources increase 19 positions over the FY 2024 budget. The primary budget changes include:

- An increase in personnel costs primarily due to the transfer of 19 positions from the Office of Central Services.
- Operating expenditures include costs for training and contracts for temporary staffing to assist with the procurement system.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$-	\$2,156,600	\$2,156,600	-
STAFFING				
Full Time - Civilian	0	19	19	-
Full Time - Sworn	0	0	0	-
Subtotal - FT	0	19	19	-
Part Time	0	0	0	-
Limited Term	0	0	0	-

Office of Accountability

The Office of Accountability is dedicated to fostering the development, economic growth, and retention of County-based businesses while actively promoting economic development across the County’s commercial corridors. The Office holds the critical responsibility of ensuring compliance in County government contracting with socioeconomic laws, programs and policies.

The Compliance Unit reviews contract compliance and reporting requirements associated with the Jobs First Act of 2011 and the Jobs and Opportunity Act of 2016. The Compliance Unit establishes the annual prevailing wage rates, monitors livable wage compliance and oversees the prevailing wage monitoring contractors.

The Supplier Development & Diversity Division (SDDD) is the primary advocate for local, small, disadvantaged, minority and veteran-owned businesses seeking to do business with Prince George’s County Government. SDDD helps to ensure that there are strategic sourcing opportunities and to assure that local businesses are afforded an equitable share of procurements and contracted dollar opportunities.

Fiscal Summary

In FY 2025, division expenditures increase \$1,503,200 or 100.0% over the FY 2024 budget due to the creation of the division. Staffing resources increase ten positions over the FY 2024 budget. The primary budget changes include:

- An increase in personnel costs primarily due to the transfer of ten positions from the Office of Central Services.
- Operating expenditures include costs for contracts to execute Proud Priorities to enhance the engagement of small, local businesses.

	FY 2024 Budget	FY 2025 Proposed	Change FY24-FY25	
			Amount (\$)	Percent (%)
Total Budget	\$-	\$1,503,200	\$1,503,200	-
STAFFING				
Full Time - Civilian	0	10	10	-
Full Time - Sworn	0	0	0	-
Subtotal - FT	0	10	10	-
Part Time	0	0	0	-
Limited Term	0	0	0	-

