

CONTRACT ADMINISTRATION & PROCUREMENT - 04

The Contract Administration and Procurement Division 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 procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises (MBE) activities.

The reduction in staffing is due to the creation of a new division and the transfer of an administrative position to the Director's office. The removal of the materials management functions affords division management the opportunity to explore innovative procurement options such as E-Procurement and on-line bidding.

	FY2003 ACTUAL	FY2004 BUDGET	FY2004 ESTIMATED	FY2005 APPROVED	CHANGE FY04-FY05
EXPENDITURE SUMMARY					
Compensation	\$ 1,116,992	\$ 1,231,700	\$ 770,100	\$ 807,800	-34.4%
Fringe Benefits	293,845	328,200	190,900	233,800	-28.8%
Operating Expenses	221,871	307,000	186,300	262,800	-14.4%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,632,708	\$ 1,866,900	\$ 1,147,300	\$ 1,304,400	-30.1%
Recoveries	(77,788)	(161,700)	(77,800)	(77,800)	-51.9%
TOTAL	\$ 1,554,920	\$ 1,705,200	\$ 1,069,500	\$ 1,226,600	-28.1%
STAFF					
Full Time - Civilian	-	28	-	18	-35.7%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%