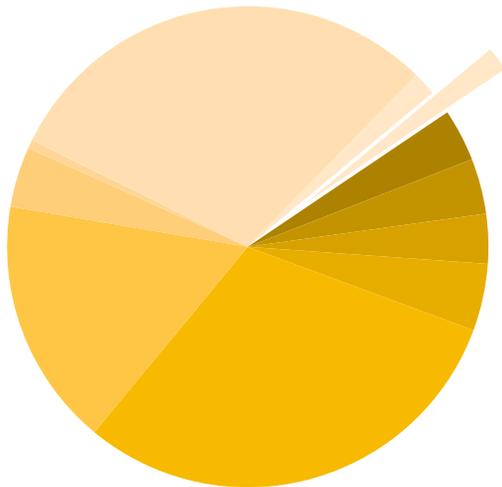


Procurement Services

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: \$190,634,709

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), [Title 2.2 Chapter 43.1](#) (Construction Management and Design-Build Contracting)

Procurement Services

Expenditure and Revenue Summary



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

Expenditure by Classification

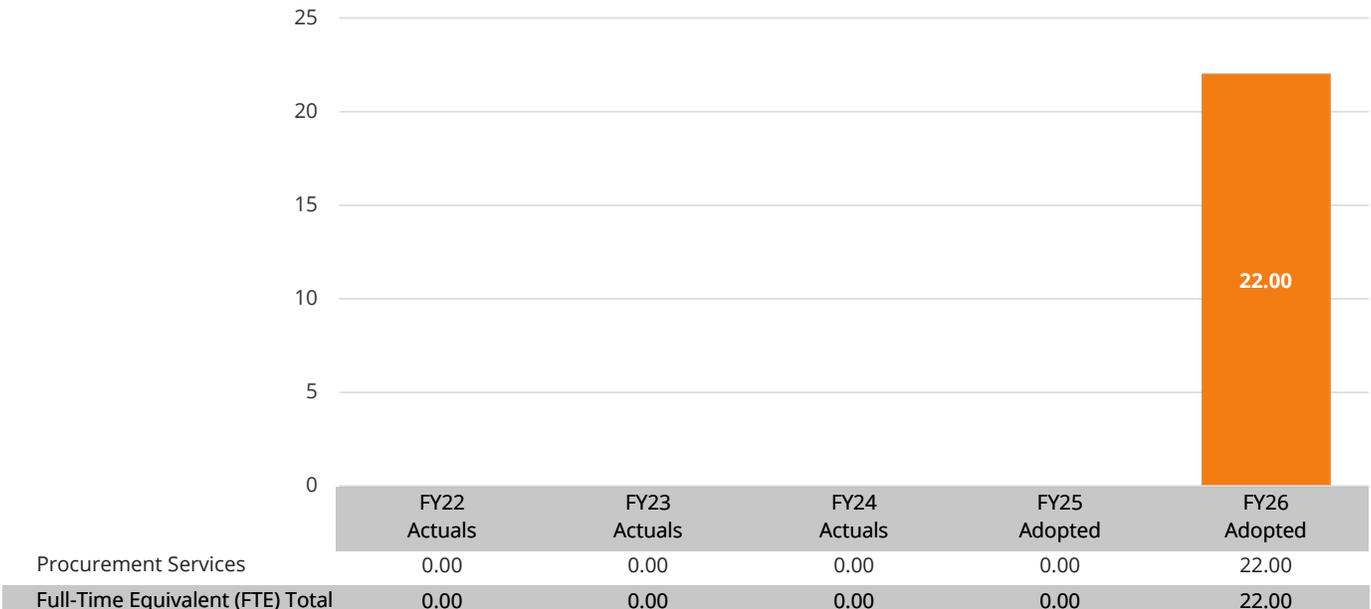
Salaries & Benefits	\$0	\$0	\$0	\$0	\$3,139,454	-
Contractual Services	\$0	\$0	\$0	\$0	\$24,523	-
Internal Services	\$0	\$0	\$0	\$0	\$62,123	-
Purchase of Goods & Services	\$0	\$0	\$0	\$0	\$117,520	-
Leases & Rentals	\$0	\$0	\$0	\$0	\$6,340	-
Reserves & Contingencies	\$0	\$0	\$0	\$0	(\$250,103)	-
Total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

Funding Sources

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

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 and in the adopted FY26 budget the Procurement Services program was established as a separate agency.

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 budget shifts the existing program from the Office of Executive Management to a new agency named the Office of Procurement Services.

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 Adopted
External customers' procurement process satisfaction	87%	85%	96%	95%	95%
Internal customers' procurement process satisfaction	81%	82%	86%	90%	90%

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY22 Actuals	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY26 Adopted
Procurement of Goods and Services	\$0	\$0	\$0	\$0	\$3,100
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	-

