

FY11 PURCHASING – 4th Quarter

MISSION STATEMENT

To support our customers in performing their missions by providing them with quality and competitively priced goods and services in a timely, legal, and ethical manner.

GOALS

1. To achieve legal compliance with County Codes, policies, and administrative procedures, in all purchases.
2. To exceed organizational customer expectations.
3. To promote positive partnerships with our customers.
4. To provide a work environment that affords an opportunity for professional development.
5. To strive to improve processes/increase productivity.

PERFORMANCE INDICATORS	FY11 (7/1/10 – 6/30/11)					LAST YEAR (FY10) (7/1/09 – 6/30/10)				
	1 st	2 nd	3 rd	4 th	YTD	1 st	2 nd	3 rd	4 th	TOTAL
Quarters										
Annual Customer Satisfaction Survey Overall Results (Scale of 1-10)					8.2					8.2
Timely Responses Rating (Scale of 1-10)					8.0					7.9
Percent of cost savings as compared to the Purchasing budget	560%	88%	90%	127%	865%	197%	75%	106%	302%	680%
Number of processes studied	8	7	34	37	86	9	10	17	14	50
Number of outreach activities	3	1	2	2	8	1	2	3	1	7
Number of training hours per employee	8.3	7.5	12.5	6.75	35.1	6.6	9.8	6.1	3.4	25.9
Number of user training sessions conducted	2	2	0	0	4	2	2	1	1	6
Value of Cost Savings	FY10 Cost Savings as of 6/30/11					FY09 Cost Avoidance Total as of 6/30/10				
	\$13,230,421.30					\$10,306,296.07				

FY11 PURCHASING – 4th Quarter

WORKLOAD INDICATORS	THIS YEAR (FY11)				LAST YEAR (FY10)					
	1st	2nd	3rd	4th	YTD	1st	2nd	3rd	4th	TOTAL
Quarters										
Number of requisitions received	978	312	387	470	2147	919	306	322	422	1969
Number of POs Under \$50,000	755	260	315	382	1712	711	255	275	350	1591
Number of POs Over \$50,000	223	52	72	88	212	208	51	47	72	378
Value of POs (in millions) (Does not include School Construction or Food.)	\$73.2	\$18.3	\$17.8	\$18.4	\$127.7	\$58.7	\$49.9	\$12.5	\$16.6	\$137.7
Turnaround rate of purchase orders (days)	6.32	9.41	8.37	10.06	8.54	8.12	5.91	11.9	9.9	9.0
Number of Commodities under Requirements Contracts	419	418	422	423	423	398	402	424	421	421
Number of Term Contracts in effect	559	556	556	563	563	543	540	573	562	562
Number New Contracts	8	10	6	12	36	9	22	15	71	
Number Renewed	131	95	84	105	415	144	90	99	87	420
Number Reestablished	78	25	33	30	166	83	23	28	25	159

FY11 PURCHASING – 4th Quarter

WORKLOAD INDICATORS	THIS YEAR (FY11)				LAST YEAR (FY10)					
	1 st	2 nd	3 rd	4 th	YTD	1 st	2 nd	3 rd	4 th	TOTAL
Quarters										
Number of Small Purchases (\$5,000- under \$30,000)	230	85	112	136	563					
Turnaround Rate of Small Purchases (\$5,000-under \$30,000)	6.4	6.3	7.5	8.4	7.2					
Number of Small Purchases (\$30,000-\$50,000)	11	5	4	7	27	5	2	1	13	21
Turnaround Rate of Small Purchases (\$30,000-\$50,000)	16.4	18.2	18.2	39.7	23.1	18.8	4	30	16.6	17.4
Number of Invitation for Bids issued	46	23	37	56	162	29	34	35	57	155
Turnaround rate of IFBs (calendar days)	94.6	66.6	86.1	52.96	75.1	59.6	58.1	96	77.1	72.7
Number of RFP's issued	4	3	8	9	24	1	4	4	6	15
Turnaround rate of RFPs (calendar days)	168.5	363	199	247.7	244.6	193	112	189.5	0	164.8

1st Quarter FY11 IFB/RFP/RFO Turnaround Time Notes

***IFB 10-9975 (DRC) S.W. Corridor W/L Part B 1/26/2010 – 8/9/2010 (195 days).** Delayed 31 days from 2/24 to 3/25 awaiting recommendation for award from the using dept. Delayed 40 days from 5/20 to 7/30 awaiting release of notice to proceed due to Utilities awaiting land disturbance permit. 9 days to receive contract docs from engineer and prepare them for mailing to contractor. 20 days obtaining complete, satisfactorily executed contract documents. 7 days for executing of contracts by Budget/Attorneys/County Administrator.

***IFB 10-9982 (DRC) Route 10 Widening 2/26/2010 – 8/17/2010 (172 days).** This project required VDOT input: IFB delayed 90 days from 2/26 to 5/24 awaiting VDOT approval to release. Delayed 30 days from 6/29 to 7/28 awaiting approval by VDOT to award.

***IFB 10-9989 (DRC) Rockwood Water Pump Station 2/10/2010 – 7/16/2010 (156 days).** Delayed 48 days awaiting release of and receipt of acknowledged Notice to Proceed. Twenty day delay awaiting award by the board from 4/9 to 4/28.

***IFB 10-0011 (DRC) Elkhardt Elevated Water Tank 3/29/2010 – 8/16/2010 (140 days).** IFB was required to be on street 50 days due to issuance of addenda changing specs.

IFB 10-0022 (JCM) Furniture – Classroom (New Clover Hill HS) 2/18/2010 – 7/01/2010 (134 days). Drafting IFB from 4/1/10 through 5/26/10; sent to Warehouse Services on 4/13/10 and returned from Warehouse on 4/19/10. Evaluation and Award took place 6/12/10 through 7/1/10. Had to issue multiple solicitations to cover all the items on the PR. This was just one of those solicitations.

***IFB 10-0027 (DRC) Laurel Drainage 4/22/2010 – 8/25/2010 (125 days).** Delay of 33 days obtaining satisfactorily executed contract docs from contractor from 7/2 to 8/3. Thirteen day delay awaiting recommendation for award from using dept.

***IFB 10-0028 (DRC) Providence Drainage 4/21/2010 – 7/27/2010 (97 days).** 20 day delay awaiting receipt of correctly prepared contract docs from the engineer from 5/26 to 6/15. Twenty- one day delay obtaining satisfactorily executed contracts from contractor from 6/15 to 7/6.

***IFB 10-0035 (DRC) Tinsbury WW Pump Station 5/26/2010 – 9/20/2010 (117 days).** IFB required 10 extra days on street due to complexity of project instead of normal 30 days. Twenty-eight day delay awaiting notification from using department to release Notice to Proceed.

***IFB 10-0050 (DRC) Cremation Service 5/4/2010 – 9/9/2010 (129 days).** Exceeded turnaround rate because the Police Department took 57 days (June 15 to August 12) to recommend award after bid opening.

***IFB 10-0055 (DRC) Happy Hill Road Improvement 6/10/2010 – 9/10/2010 (92 days).** 17 days to obtain satisfactorily executed contracts from contractor from 8/3 to 8/20.14 days awaiting notification to release Notice to Proceed and obtaining acknowledgement from contractor from 8/23 to 9/7.

* These projects were done prior to direction from Mike to release PO after contracts are signed but before issuance of Notice to Proceed. These projects were done prior to direction that specs are not to be reviewed prior to receipt of a PR, therefore, the process for each one would have actually been longer, in some cases, 30 days longer.

1st Quarter FY11 IFB/RFP/RFO Turnaround Time Notes – Continued

IFB 10-0069 (HFL) A/V System for Emergency Operation Center 5/11/2010 – 8/30/2010 (112 days). 5/11/10 – 6/7/10 – Delay in starting IFB due to workload (4 weeks). 6/7/10-6/21/10 – Edits between Contract Officer & Assistant Director took longer than normal (2 weeks). 8/2/10-8/23/10 – Contractor took 3 weeks to return contract documents after award.

IFB 10-0086 (JCM) High Density Filing Equipment (Circuit Court) 4/29/2010 – 8/19/2010 (113 days). 4/30/10 PR placed on hold, IFB needs to be prepared. 6/8/10 began drafting IFB as time permitted, 7/13 draft to Cindy, 7/21 received draft back and needed to be amended after discussion with Jasna regarding phasing delivery. Releases 7/28 with bids due 8/16. 8/11 addendum issued and move bid date to 8/18 and forwarded tabs to department same day. 8/19 recommendation received from Jasna. No delays on part of using department (Capital Projects).

RFP 09-9953 (JCM) Financial Auditing Services 8/4/2009 – 7/21/2010 (352 days). 8/4/09 -10/16/09 time needed to draft RFP. Proposals received 12/1/09 and submitted to evaluation committee on 12/2/09, shortlist determined on 1/7/10 (due to Christmas holiday). Award and contract execution took from 3/4/10 – 7/21/10. (4 sets of contracts for county/schools, ARGs, GRCCA, and Watkins Centre Authority)

RFP 10-0003 (LWN) Medical Support & Athletic Training 1/11/2010 – 7/16/2010 (187 days). Originally assigned to Cathy Lantz who had taken no action, reassigned on 2/16/10 when Cathy announced retirement. Would have been within timeframe based upon the reassignment date of 2/16/10 (150 days).

Informal RFP PR08621DI (DBI) Comprehensive Internal Affairs Case Management Software \$23,000 5/3/2010 – 9/21/2010 (141 days). 5/4/10 PR placed on hold. 5/7/10 Informal RFP completed and emailed. 5/24/10 Proposals due and sent to end user for review. 6/22/10 meeting held to review proposals. 6/30/10 emails sent for reference checks. 7/15/10 questions emailed to offerors and responses sent to end users. 8/2/10 request by end users for system architect diagram. 8/17/10 received correct system architect diagram. 9/1/10 negotiations held with recommended offeror. 9/8/10 negotiations completed. 9/20/10 Certificate of Insurance received, 9/21/10 PO complete.

RFQ PR064186 (HFL) Coating Service to Seal Basement at FCWTP \$15,748 4/12/10 – 07/07/10 (86 days). The complexity of the service, requirement for mandatory site visit and 3 addendums resulted in leaving the RFQ out for bid for 5 weeks. Department took two weeks to approve bid and required DEQ approval which took an additional two weeks.

RFQ PR084865 (HFL) Audio Visual System \$21,726 4/22/10 – 8/10/10 (110 days). Incorrect equipment specified and 1st RFQ was cancelled (4 weeks). Waiting for new spec from department (5 weeks). Waiting for department to approve bids (5 weeks). An unavailable credenza was originally specified and the department was asked to select another. They stated that they could not find one after two weeks, so a catalog was sent with audio visual credenzas that were used on a different department's project. Followed up twice at one week intervals and a new credenza spec was finally received one week after second follow up. The PR was not returned as a prompt response was expected on a relatively minor component of the project.

1st Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

Informal RFP PR082330 (JCM) Utilities Department Rate Structure & Rate Model \$48,300 4/21/10 – 7/7/10 (77 days). Original PR assigned to Becky Babb, received by Jo on 4/21, was originally submitted as a sole source and discussed with Jeff Franklin as more information was needed. 5/12 notified by Jeff Franklin that Utilities was going to abandon their sole source and provide a scope of service and recommended vendors so that Purchasing could compete the service using an informal RFP. 5/14 Scope of Service and names of four recommended vendors received from Jeff Franklin. 5/19 Informal RFP issued with responses due 6/9. 6/22 reference check sent with responses due 6/25. 6/30 Recommendation received from Jeff Franklin (20 day evaluation period). 6/30 email Black & Veatch to negotiate, response received 7/1.

RFQ PR086868 (DBI) Platinum Support \$10,772 5/13/10 – 7/21/10 (69 days). 5/18/10 questions asked of IST regarding different time periods on quotes and quote expired on 5/14/10. 5/24/10 received responses from IST. 5/26/10 emailed account rep regarding expired quote. 6/1/10 spoke with account rep and unacceptable verbiage on quote and it had expired. 6/2/10 emailed copy of quote to account rep and it was sent to a second account rep on 6/3/10. Emails were sent continually requesting response, 6/25/10 sent T & C's for attorney review. 6/30/10 sent response to account rep with 1 change made by attorney. 7/8 email sent to account rep, change approved 7/13 and forwarded to attorney 7/14. Approved 7/21 and completed PO.

RFQ PR102389DI (DBI) Turnkey Washer Extractor \$8,430 8/18/10 – 9/27/10 (40 days). 8/20/10 placed on hold. 8/25-8/30 quote prepared and emailed, due back 8/30/10. Forwarded to Clay 8/31/10 for review. 9/1/10 questions from Clay for low bidder. 9/10/10 emailed questions and requested 3 references from low bidder. 9/13 – 9/20 responses received from low bidder and sent out reference checks, received one response and forwarded to Clay for review. 9/21 email received from Clay recommending award to bidder other than low bidder due to the department having existing equipment by another manufacturer and requesting to stay with the same company that services existing equipment. 9/24 reviewed Clay's request with Tim. 09/27/10 – Informed Clay that award would be made to Caldwell and Gregory, LLC who is the lowest responsive and responsible bidder meeting specifications. Clay agreed and acknowledged understanding of the award. Purchase Order completed.

RFQ 105 (GJT) New Irrigation System - Elizabeth Davis Football Field \$23,958 8/24/10 – 9/29/10 (36 days). Worked with department and vendor to get COI from 9/9/10 through 9/15/10. Correct COI sent to department on 9/17/10. Buyer was juggling multiple projects which was reason for delay.

RFQ PR100887-GJT Fence Removal and Replacement \$12,356 8/5/2010 – 9/9/2010 (35 days). Worked with department on specs and sent out informal RFQ 8/26/10. Due date 9/3/10 sent to department on 9/8/10 to review bids received and approval. Received back with approval 9/9/10.

RFQ PR100227-GJT Ford F150 Truck \$50,996 8/4/10 – 9/1/2010 (28 days). Informal RFQ was sent out on 8/11/10. Addendum issued on 8/13 which changed opening date to 8/20/10. Sent to department for review and approval on 8/20 and received approval on low bid 8/30/10. Discussed with Tim bid being over \$50,000. Tim discussed with the attorney on 8/30/10 and attorney made ruling on 9/1/10.

1st Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

Informal RFP PR113319-GJT (GJT) Consulting Services to Assist Parks & Recreation with Sports Tourism Initiative \$30,000 8/30/10 – 9/15/10 (16 days). Issued informal RFP on 8/31/10 with due date of 9/8, forwarded to department on 9/9 for review and approval. Received approval 9/10/10, department then stated they wanted to go before the BOS. Decision was then made to proceed with the award and just notify the BOS.

RFQ PR096656 (DRC) Canine Medicine and Medical Supplies \$6,000 7/14/10-7/30/10 (16 days). The one additional day outside of the 15 day maximum time estimated to process small purchases was due to the volume of work being processed at the time.

RFQ P186792-BLB (DBI) Printing/Advertising \$38,388 6/29/10 – 7/27/10 (28 days). Transferred to Becky 6/29/10. Draft RFQ sent to Tim Mallory for review 7/7/10. 7/13/10 RFQ emailed and 7/21/10 quotes received. Email sent to Tim Mallory with the low quote attached for his review. Becky indicated she would issue the order as soon as she heard back from him. The next e-mail from Tim is dated 7/26/10 with an OK.

RFQ PR103899 (JCM) Case goods & Workstations (3rd Floor) \$29,703 8/31/10 – 9/28/10 (28 days). Informal RFP issued 9/8/10, responses due 9/15/10 (7 days). Responses sent to Darlene Lathrop 9/16/10 and recommendations received 9/27/10.

RFQ PR093473 (LWN) Irrigation Upgrade at Ironbridge Park \$23,437 6/25/10 – 7/13/10 (18 days). Did informal RFQ on 6/28/10. Due back 7/8/10 (holiday in between these dates). Informal quotes received, reviewed and sent to department 7/9/10. Dept okayed and emailed 7/9/10. Contacted contractor to get copy of contractor's license on 7/12/10. Reviewed final environmental forms 7/12/10. Received COI and contractor's license 7/13/10.

RFQ PR095595 (LWN) Toro Supplies for Mowers & Irrigation \$10,000 7/6/10 – 7/28/10 (22 days). Went back and forth with department due to dollar value of 10K and the fact that it was not a contract vendor. Requested list of items from department on 7-12-2010. List of items to be ordered was pulled by department and provided to contract officer to determine if a requirements contract should be established on 7-22-2010. The dollar value did not warrant a contract. PO processed and was later disencumbered due to budget cuts and the fact that it was a duplicate.

RFQ PR099209 (LWN) Booklets – GED Tests \$8,220 8/2/10 – 8/30/10 (28 days). Emailed department 8/4/10 to see if they had a copy of quote after talking with Dawn. Sent second email 8/10/10 and they assured me they would have quote back to me by 8/17/10. Called department on 8/18/10, no quote yet from online ordering service. Called online ordering service myself on 8/27/10 and confirmed amounts (no written quote). (On book/test orders in the past, they have always been supplying the quotes because they get them before they send the requisitions) Set up a sole source for these tests.

1st Quarter FY11 IFB/RFP/RFO Turnaround Time Notes – Continued

RFO PR103675 (LWN) LCSI Training \$6,950 9/1/10 - 9/23/10 (22 days). Received order and amount was over 10K. Requested a sole source letter from the department on 9/3/10. Determined it was not a sole source. Received an agreement from vendor on 9/13/10. Agreement was sent to school board and attorney to review, received back on 9/20/10. Determined two services: online training from one vendor and instruction from another. Decreased PO and received new agreement. At this time the training exemption was treated differently and was processed as a company service, not an individual, Would now be treated as exempt.

RFO PR097294 (DBI) Paper \$5,794 7/14/10 – 8/3/10 (20 days). PR placed on hold, 7/26/10 quote received, 8/3/10 PO completed. Contract officer indicated that workload was the delay in getting this order processed.

RFO PR103974 (LWN) Math Assessment Materials \$7,455 9/10/10 – 09/30/10 (20 days). Received it on 9-10-2010 from Dee, sent an email on 9-15-2010 to Christy Parlow (Dept) requesting copy of the quote or info. Sent another email on 9-20-2010 and requested update from her, finally got quote directly from vendor on 9-29-2010. Should have probably sent the PR back for additional information, however, I was working with Christy who was in a new position and had to help her through her new role.

2nd Quarter FY11 IFB/RFP/RFO Turnaround Time Notes

RFP 10-9991 (DBI) Service Oriented Architecture (SOA) Software 12/2/2009 – 11/30/2010 (363 days). 12/02/09 – PR placed on hold by Bridgette. 12/18/09 – 01/12/10 Received requested information from IST, started draft, draft to IST for review. 02/05/10 – 02/12/10 Received revised draft, revisions completed and forwarded to Tim for re-assignment. 02/19/10 – PR placed on hold by Dee. 02/24/10 – 02/26/10 Draft to Mike and returned. Corresponded with end user on changes. 03/08/10 – 03/17/10 Received final ok on changes from end user. Due date 4/20/10. 03/26/10 – 4/20/10 Scheduled first committee meeting for 4/12. E-mail received from end user to replace a committee member. Committee meeting rescheduled for 4/20/10. 05/03/10 – Second committee meeting to distribute proposals. 05/27/10 – Third committee meeting to shortlist. Set tentative dates for demos. 06/21/10 – Demonstrations set for July 16th and 19th. Demo script due from end user by 6/28. 07/28/10 – 9/13/10 Negotiation plan meeting scheduled. Determined additional clarification needed on information already received from one of the offerors. Conference call held, response received and forwarded to committee members for review. Negotiation plan meeting held. 09/28/10 – 10/14/10 Negotiations held. Responses received. Committee meeting held for selection/concurrence for award. Selection justification sent to committee members for feedback or concurrence. Received. 10/22/10 – 10/29/10 Started RFP Report. To Mike for review and approval. Approved. 11/01/10 – 11/18/10 Software License Agreement to Stel for review. Returned with changes. 11/11/10 – 11/24/10 Contract documents signed by Jackpine Technologies, Stel and Mike. 11/29/10 – 11/30/10 PR returned for addition of funds (not allowed by Purchasing on this PR). PR returned and purchase order completed.

2nd Quarter FY11 IFB/RFP/RFO Turnaround Time Notes - Continued

IFB 10-0098 (DRC) Construction: S. W. Corridor Phase II, Pt. C 5/11/2010 – 8/30/2010 (112 days). 9/8-9/30 (22 days) awaiting recommendation for award from Utilities. 10/28-11/16 (19 days) awaiting receipt of satisfactorily signed contract documents from Contractor. 11/16 – 11/30 (13 days) awaiting approval/signatures from Budget/Attorney/County Administrator.

IFB 10-0072 (JCM) Installation of Signs & Electrical Circuitry at Airport 6/16/2010-10/12/2010 (119 days). Bids received 7/13/10. Award held from 7/15/10 to 10/12/10 waiting for Dept. of Aviation grant approval.

IFB 10-0107 (LWN) Harrowgate Elementary Ice Harvester Replacement 09/09/2010-12/09/2010 (91 days). 10/18/10-Prebid meeting; 11/02/10-Bid opening, 11/15/10-Received rec from consultant; 11/17/10-Award approved; 11/30/10-Sent contracts; 12/06/10-Contracts received back from vendor/to Stel; 12/09/10-Fully executed contracts signed; 12/09/10-PO cut.

IFB 10-0108 (LWN) Henning Elementary Ice Harvester Replacement 09/09/2010-12/13/2010 (95 days). 10/25/10-Bid opening; 11/3 – Recommendation of award from consultant; 11/04-Award approved by Tim; 11/17-Contracts sent by Thompson; 12/09-Sent to Stel; 12/13 – received contracts from Stel; 12/13 – Contracts fully executed; 12/13 PO cut.

RFQ P209219 (DBI) Student Chairs 11/30/2010-12/16/2010 \$25,189 (16 days). 11/30 - PR received - transferred from Jo 12/01 - PR placed on hold; 12/13 - Spoke with rep at Wenger-only other source is Virco emailed Virco for pricing; 12/15 - Quote from Virco received; 12/16 - Order placed

RFQ P201422 (JCM) Aluminum Ramps 09/24/2010 – 10/12/2010 \$39,920 (18 days). Between 9-27-10 - 9-29-10 Contacted manufacturer to obtain detailed specs directly from manufacturer as they were not provided with the PR. Between 10-8-10 - 10-12-10 - Waited to obtain written confirmation from vendor that they accept our stimulus Terms and Conditions.

RFQ P208466 (DBD) Ceiling Mounted Projectors 11/22/2010-12/10/2010 \$29,972 (18 days). 11/22 - PR placed on hold; 12/02 - Call placed to end user; 12/03 - Spoke with end user-received No Substitute letter; 12/09 - Received revised letter. Requested COI; 12/10 - Order placed.

RFQ P203175 (LWN) MS Office and Graphics Training 10/07/2010-10/25/2010 \$5,900 (18 days). 10-11 contacted vendor to verify quote which was out dated; 10-15 vendor requested list of attendees 10-15 Called B. Condrey; 10-22 Received attendee list; 10-25 Cut PO.

RFQ P202793 (LWN) Textbooks - Ettrick Annex 09/30/2010-10/19/2010 \$7,158 (19 days). Contacted Jenni Field-Textbook Coordinator for copy of quote. She was out on 5/1; 10/12/10 Jenni back-Explained that she had been working with Sheila on these by just getting a price out of her textbook ordering system; 10/15/10-She pulled a copy of the pricing off the textbook ordering system; 10/15/10-Gave weights to send to TMP; 10/19/10-Received quote from TMP on freight, freight was less on this order; 10/19/10-Cut PO.

2nd Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

RFQ P194512 (HFL) Three Deck Oven – Chesterfield Tech Center 9/17/2010-10/05/2010 \$21,459 (19 days). Original PR was submitted in IFAS 7/26/10 with insufficient specifications. Rejected by HFL 8/16/10. PR Received by HFL with specifications 9/17/10. PR Took longer than 15 days due to the necessity of having a prebid meeting and site visit.

RFQ P206656 (MWF) Concrete Masonry Unit 11/2/2010-11/22/2010 \$8,425 (20 days). Time was exceeded as specifications needed to be developed and quotes solicited. Also, time had to be allowed for site visits.

RFQ P203493 (LWN) Springboard Lite Communication Devices 10/12/2010-11/02/2010 \$5,990 (21 days). Sent email to Dept on 10-15-2010 to discuss this order since several orders for these same items had been received in the past. Discussed the possibility of doing a requirements contract but the Dept needed these devices immediately and could not wait for a requirements contract to be awarded. Requested specifications from the Dept on 10-21-2010. Received draft specifications on 10-29-2010. Reviewed specs on 11-1-2010. Cut PO on 11-2-2010. Have since awarded a contract.

RFQ P203822 (GJT) Renovation of Shop at Point of Rocks 10/12/2010-11/02/2010 \$18,884 (21 days). 10/12/10 - received and put on hold. 10/14/10 to 10/18/10 - Office move. 10/22/10 - documents attached to order was not legible, department sent over a new copy a couple of times until a clear copy could be read. 10/25/10 - contractor license verified and COI received. 11/2/10 - order was processed. From 10/25/10 - 11/2/10 worked on other bids.

RFQ P201821 (GJT) Government Center Trail – Phase II 9/24/2010-10/21/2010 \$38,000 (27 days). 9/24/10 - on leave. Week of 9/27-10/1 - had two other bids to open and I worked on them along with drafting copy of RFQ for this order. 10/5/10 - RFQ issued with a due date of 10/19/10. 10/19/10 - RFQ responses received and sent to department for review and approval. 10/21/10 - department approved award and purchase order was processed. 10/22/10 - purchase order printed and sent to vendor.

RFQ P203325 (LWN) Spectrophotometer 10/05/2010-11/02/2010 \$8,633 (28 days). Got caught up in between HVAC prebid meeting and RFP meetings for E911 center in Oct 2010. Office move on 10-14/15 and the RFP class. Out from 10/19-10/25. Called G. Duval when I first got this, but then didn't get back with him until after I returned on 10/26/10-Verified quote on 11/1/10. Cut PO on 11/2/10.

RFQ P201136 (GJT) Padding for Manchester Gym Walls 9/29/2010-10/27/2010 \$6,242 (28 days). 9/29/2010 - requisition placed on hold. Requested that the department submit justification as to why the two low bidders did not meet specs. The justification from the department to go with other than the low bidder wasn't received until 10/25/10. Insurance and license verified and order was processed on 10/27/10.

RFQ P207681 (GJT) Median Landscaping Service – Woolridge Rd. 11/10/2010-12/8/2010 \$43,987 (28 days). 11/10/10 - received and put on hold. 11/11/10 - office closed for holiday. 11/15/10 - RFQ issued. 11/24/10 - RFQ responses received. 11/24/10 - 12/7/10 - Low bidder contacted for clarification on response. Several discussions with vendor and supervisors conducted. Decision made that the vendor was non-responsive and we moved onto the next lowest bidder. 12/8/10 - approval received from the department and purchase order issued.

2nd Quarter FY11 IFB/RFP/RFO Turnaround Time Notes – Continued

RFQ P206780 (LWN) 1 year Maintenance Contract 11/3/2010-12/2/2010 \$6,700 (29 days). Received 11-3-2010. Sent an email on 11-8-2010 to Dept requesting list of equipment. Received email from Dept on 11-10-2010 stating they had sent an email to Dominion Service Co. on 11-10-2010 stating they wanted to have a new contract with them (the old one had been allowed to expire since the equipment was supposed to have been replaced). Dept sent an email on 11-15-2010 saying they were getting together the list of equipment to be covered. Sent a follow up email on 11-22-2010 to see if they had the list together, sent an email to vendor stating we were gathering the data and would be requesting the new proposal from them. Received new list from Dept. on 11-29-2010. Sent it by email with the list to Dominion on 11-29-2010. Received email from Dominion with revised pricing on 12-1-2010. Cut Po on 12-2-2010.

3rd Quarter FY11 IFB/RFP/RFO Turnaround Time Notes

IFB 10-0133 (GJT) Henricus Park Parking Lot 9/24/2010 - 1/21/2011 (119 days). Started working on draft of bid once received. On 10/11/10, gave original draft of bid to Nell to make changes. Worked on this with her on and off from 10/11 - 2/1/10. On 10/21/10, bid draft was approved by Tim and on 10/22 the bid was issued with a due date of 11/12/10 at 2:00 pm.. Several questions were received from vendors that I worked with the department to get answer to from 11/2-8/10. Addendum I issued on 11/10/10, due date changed to 11/19/10 at 2:00 pm. On 11/23/10, department approved award. Tim approved award decision on 11/30/10. On 12/3/10, Notice of Award sent to vendor. Contract was sent to vendor and county departments for signature, but the contract signatures were not correct and new contract had to be sent to vendor. Received signed copy of Notice of Award back on 12/20/10. Finally received corrected signed contract back on 1/13/11. On 1/21/11, Notice to Proceed sent to vendor and purchase order issued.

IFB 10-0037 (JCM) Construction: Curtain Wall 9/14/2010 – 1/05/2011 (113 days). 11/1-11/17: Tim approved 11/1/10. Held for Board approval until 11/17. 11/30-12/14: Contracts mailed to United Refrigeration 11/30 and returned to Purchasing 12/14. 12/15-1/4: Contracts sent to Budget, County Attorney and Jay Stegmaier for signatures. Returned to Purchasing 1/4/11.

10-0138 (DRC) Construction: PCWWTP Sludge Slab 11/1/2010-2/14/2011 (105 days). 27 days was held for Board approval.

10-0139 (DRC) Construction: Hopkins Road WL Improvements 10/29/2010-3/16/2011 (138 days). 10/29/10-12/02/10: Reviewing and refining specs. 01/06/11-01/25/11: Awaiting recommendation for award.

RFP 10-0094 (DRC) Professional Engineering for Development/Maintenance of County Groundwater Monitoring 6/21/2010 - 1/21/2011 (214 days). Took 2 months to develop RFP due to member's schedules – June 21 to August 23. RFP issued August 23 with due date of September 23. Determined shortlist October 21 but couldn't interview until Nov. 15 and 18 due in part to member's schedules but mainly to the fact that Environmental Engineering was developing a pricing schedule for the shortlist firms to price out and it took 24 days.

3rd Quarter FY11 IFB/RFP/RFO Turnaround Time Notes - Continued

RFP 10-0110 (DRC) Insurance Broker on Risk Management Consulting Services **\$8/02/2010-02/02/2011 (184 days)**. Took from August 2 until October 13 working with Risk Management on specs and requirements for the RFP.

IFB 11-0154 (JCM) Construction: Bay Extension to Fire Station #12 – County **11/23/2010-3/11/2011 (108 days)**. Summary: (5 day delay) 11/23 PR received, Placed on hold 11/29: Staff on vacation//Preparation of IFB took from 12/7-1/4. Original bid schedule was planned to advertise after Christmas holiday in January//Award recommendation: 2/2/11 - 2/14/11.Drafting contract documents by HVCC: 2/14/11 - 2/22/11.Execution of contract 2-22-11 - 3-11-11.

RFQ PR120253 (DBI) Projector Installation - Waste & Resource Recovery **\$6,210.37 2/1/11-2/17/11 (16 days)**. 02/03/11 – PR placed on hold. 02/07/11 – E-mailed vendor regarding quotes dated 1/26/11. Revised quote received. 02/08/11 – Called vendor to discuss revised quotes. 02/10/11 – Spoke with vendor regarding increase in price on one of the quotes. Vendor reduced a portion of the revised quote. Contractors Business License and Certificate of Insurance requested. 02/17/11 – Certificate of Insurance received-processed order.

RFQ PR116743 (DBI) Two Conference Rooms & Window Modification **\$9,751.51 1/3/11-1/31/11 (28 days)**. 01/03/11 – PR placed on hold. 01/05/11 – Meeting held with Circuit Court Clerk and Capital Projects. Called Beth, Account Representative at Williams and Sherrill and left a v/m. 01/06/11 – Called and left v/m for Beth. 01/10/11 – Called and left v/m for Beth. Called again and spoke to Beth to review quote provided with the PR. Will submit revised quote by 1/12/11. 01/18/11 – Called Beth to check status of revised quote. Will try to complete by the end of the day. 01/20/11 – Called Beth to check status – left v/m – Beth out of the office. 01/26/11 – Certificate of Insurance requested. 01/31/11 – Certificate of Insurance received-processed order.

RFQ PR115016 (DBI) Piano **\$10,387.50 12/17/2010-01/20/2011 (34 days)**. 12/17/10 – PR placed on hold. 12/21/10 – 01/02/11 – Vacation - out of the office. 01/04/11 – Called manufacturer to get names of distributors. 01/06/11 – Called manufacturer again. 01/10/11 – Called 2 additional vendors. 01/11/11 – Quotes sent out via e-mail. 01/13/11 – Quotes received. 01/19/11 – Certificate of Insurance received-processed order.

Informal RFP PR111871 (DRC) Validation Study – Police **\$16,000 11/4/10-01/31/11 (88 days)**. 11/04/10-12/10/10 (38 days): Obtain info, develop RFP and issue solicitation. 12/10/10-01/04/11(23 days): Awaiting proposals amid holidays.

Informal RFP PR111852 Transportability Study (DRC) **\$15,000 11/30/2010-02/10/2011 (72 days)**. 38 of the days were to obtain info, develop RFP and issue solicitation. 23 of the days were awaiting proposals amid holidays.

RFQ PR119512 (GJT) Drug Canine **\$6,500 1/26/2011-02/14/2011 (19 days)**. Police Officers had to visit two kennels located in Ohio and Pennsylvania to test canines before deciding which vendor would be selected. On 2/7/11, still holding for decision from department. On 2/14/11, Vendor selected and purchase order processed.

3rd Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

RFQ PR120429 (GJT) Animal Control Vehicle \$25,235 2/3/11-2/24/11 (21 days). Vehicle not on County contract, so an RFQ was needed, had to prepare specs, RFQ prepared on 2/14/11. On 2/15/11, RFQ was issued and due on 2/23/11 at 3:00 pm. On 2/24/11, award was made and purchase order issued.

RFQ PR116810 (GJT) Animal Control Vehicle \$25,265 1/24/11-2/21/11 (28 days). 1/31/11, Vehicle not on County contract, so an RFQ was needed, had to prepare specs, RFQ prepared on 2/2/11. On 2/3/11, RFQ was issued and due on 2/11/11 at 3:00 pm. Received award approval from department on 2/14/11 while working on other bids. On 2/21/11, purchase order issued.

RFQ PR113609 (GJT) Forklifts – Waste & Resource Recovery \$24,700 11/24/10-1/18/11 (55 days). Holiday 11/25 & 11/26 office closed. Put on initial hold on 11/29/10. On 12/9/10 department contacted for more documentation and information on the used forklifts. On 12/10/10 department had to provide quotes for this order because of the dollar value. Had problems finding other vendors, so department will provide information. On 12/20/10 department hadn't provided any further documentation, they were still working on it. On 12/28/10, information/documentation received from department. Quotes provided were from the same vendor and couldn't be used as separate quotes. On 1/3/11, RFQ was issued and on 1/4/11 an addendum had to be issued. RFQ due on 1/13/11 at 5:00 p.m. On 1/18/11, department approved award and purchase order was issued.

RFQ PR122799 (HFL) Underground Storage Tank Removal \$10,450 3/2/11-3/21/11 (19 days). This was a construction project which required site visits and a longer time for bidders to respond.

RFQ PR124700 (LWN) Testing Material – Tech Center \$5,900 3/10/11-3/28/11 (18 days). Called vendor rep on 3-14 for quote-was on vacation - the only that could give us the quote, contacted department. to see if they had a quote on this, did not, sent an email to both vendor and department again on 3-21 requesting quote and no response, Donna King was on vacation in dept., returned on 3-28-2011 - got quote on 3-28 and cut PO on 3-28.

RFQ PR120699 (LWN) Repair Parts – Sheriff Department \$5,695.85 2/4/2011-2/24/11 (20 days). Requested quote on 2-10, sent 2nd request to vendor (Sue at Emerson) on 2-17, received Proposal on 2-23, cut PO on 2-24.

RFQ PR120702 (LWN) Repair Parts - Jail \$8,530.65 2/4/2011-2/24/2011 (20 days). Requested quote on 2-10, sent 2nd request to vendor (Sue at Emerson) on 2-17, received Proposal on 2-23, cut PO on 2-24.

RFQ PR123748 (LWN) Code Books – Building Inspection \$9,477.99 3/1/2011-3/25/2011 (24 days). Requested copy of quote on 3-2, sent email to vendor on 3-7, sent another email 3-17, received quote on 3-24, cut PO on 3-25.

RFQ PR121296 (LWN) UPS Battery Replacement - ECC \$39,161 3/4/2011-3/28/2011 (24 days). Received specs on 3-4, draft RFQ on 3-7, sent to dept to review, sent out RFQ on 3-9, due on 3-17, sent to dept to review quotes on 3-21, received back from dept with email on 3-25, cut PO on 3-28.

3rd Quarter FY11 IFB/RFP/RFO Turnaround Time Notes - Continued

RFQ PR121872 (LWN) Maintenance of UPS & Batteries - ECC \$37,022 3/4/2011-3/29/2011 (25 days). Received specs on 3-4, draft RFQ on 3-7, sent to dept to review, sent out RFQ on 3-10, due on 3-18, sent to dept to review quotes on 3-22, received back from dept with email on 3-28, cut PO on 3-29.

RFQ PR114530 (SRL) Marketing Materials – Health Department \$14,890 12/6/11-6/11 (31 days). 12/16 requested additional quotes, 12/20 – 1/3/11 Contract Officer on leave. 1/4 requested quotes a second time. 1/6 obtained quotes and issued PO.

4th Quarter FY11 IFB/RFP/RFO Turnaround Time Notes

RFP 11-0162 (JCM) A/P Audit & Recovery Services for Disbursements November 2010 10/28/10-5/13/11 (197 days). 10/28/10 - 12/10/10 Drafting RFP. 12/20/10 Mike Bacile approved draft and returned to JCM. RFP not issued until after holiday on 1-5-11. 2/4/11 Proposals due. 2/8/11 Distributed to EC on 2/8/11. Scoring by EC submitted on 3/16/11, 3/18/11 negotiations held. New offers received 3-23-11. 4/5/11 EC met and determined that further negotiation/information was needed. 4/12/11 additional negotiations were completed and file was provided to Mike. Approved by Mike 4/14/11. Contract execution took from 4/21/11 to 5/12/11.

RFP 10-0013 (LWN) Digital and Voice Recorder Replacement 4/21/10-5/20/11 (394 days). Received requisition on 4/21/2010. Issued RFP 4/23/2010. Pre-proposal held on 5/20/2010. Proposals due on 5/26/2010. Issued addendum on 5/24/2010. Revised due date 6/2/2010. Distributed proposals 6/3/2010. Met with department 6/22/10 to shortlist offerors. Set up meetings with three vendors on 6/30/2010. Met with team on 7/6/10. 7/19/10 checked references of the three offerors along with the products used. References received from all offerors on 8/11/10. Met with team on 8/11/10. Requested additional information from one offeror, due on 8/13/10. Site visits scheduled for 9/15/10 at Fairfax County. Second site visit scheduled for 10/5/10. Requested additional information from offerors 10/22/10 and received on 10/29/10. Met with ECC 10/29/10 to develop negotiation plan. Face-to-face negotiations held on 11/19/10. Received final proposal from offeror on 12/8/10. Met with team on 12/9/10. Sent response to offeror on 12/14/10. Received additional discounted pricing from offeror on 1/3/11. Met with team on 1/5/2011 and discussed recommendation. Gave completed file with recommendations to Mike Bacile on 2/3/11. Approved by Mike on 2/8/11. Contract prepared and mailed to offeror on 2/9/11. Received email from offeror with questions on the bond. Sent email to Stel. Sent reminder email to Stel on 2/28/11. Received email from Stel 2/28/11 and sent information to offeror on 3/1/2011. Received changes on contract back from Stel on 3/7/11. Sent email to offeror on 3/7/11, sent revised contract to offeror on 3/8/2011 with attachments. Received email from offeror on 3/21/2011 that they needed two separate contracts per bond company, prepared separate contracts and emailed them back on 3/23/2011 – separate contracts okay per Stel, sent email to offeror on 3/28/2011 to check status of contracts/bonds. Sent follow up email to offeror on 4/5/2011 to check status. Received email from offeror on 4/13/2011 that contracts were being mailed and bonds to follow. Received the contract the week of 4/18/2011, but the bonds were not signed. Had to call and have them send signed copies. Received bonds on 4/26/2011 and took to Stel to approve. Sent email to Stel on 5/2/11 to check status of contracts. Received contracts back on 5/9/2011 and gave to Mike to sign on 5/10/2011. Signed by Mike on 5/13/11. Went to issue PO and had to reject since I couldn't make changes. Received back from department on 5/19/11. Cut PO on 5/20/11.

4th Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

IFB 10-0168 (DRC) Preventative Maintenance Program & Emergency Repairs to Overhead Doors 11/29/10 – 4/4/11 (126 days). Delay took from 2/18/11-3/28/11 to receive executed contracts with satisfactory certificates/endorsements.

IFB 10-0155 (HFL) Construction: Animal Shelter Upgrades 11/9/10 – 4/6/11 (148 days). Major time delays were: 11/16/10 to 12/29/10- Getting solicitation documents from the consultant that were correct in order to issue the IFB. 12/29/10 to 1/28/11 bid on street. 2/25/11 to 4/5/11 getting contracts, insurance, bonds and Jay's signature.

IFB 11-0186 (HFL) Chemicals - Denitrification Supplemental Carbon Sources 12/17/10 – 5/24/11 (158 days). 12/17/10 received PR and requested specs in word format from department. 12/21/10 draft IFB sent to department. 12/29/10 draft IFB comments received from dept. 1/4/11 to 1/7/11 draft reviewed by Tim. 1/12/11 draft questions sent to dept. 1/19/11 draft questions answered. 1/25/11 draft approved by Tim. Final IFB sent back over to dept at their request for one more review. 1/26/11 Final draft approval received from dept. IFB issued with 2/24/11 due date. 2/24/11 Bids opened and given to dept for review. 2/16/11 awarded. 2/17/11 Requested insurance certificate, 2/25/11 protest letter received. Protest upheld, new IFB issued. 3/17/11 new IFB draft given to Tim for review, 4/5/11 Meeting held with Utilities to review new IFB spec. 4/6/11 new draft IFB to Mike for review. 4/8/11 Additional spec questions sent to dept. 4/13/11 new IFB issued with due date of 5/4/11. 5/4/11 Bids opened and given to dept for review. 5/19/11 awarded, insurance certificate requested. 5/24/11 insurance certificates received. Purchase order issued.

RFQ PR134360 (BLB) Van, 1 Ton Cargo – School Board \$19,841 6/2/11 – 6/29/11 (27 days). Quotes sent 6/16, Follow up to Dept 6/21. Approval from Dept. received 6/29/2011.

RFQ PR127287 (BHK) Laserfiche Annual Maintenance Plan HRM \$9,456 4/4/11 – 4/20/11 (16 days). Performance period for this Maintenance & Support order is 6/6/11 - 6/5/2012; Order was processed on 4/20/11 which was actually over a month in advance of the actual expiration date. Was held so that it was not issued so far in advance of the expiration date.

RFQ PR129524 (BHK) Networking Supplies – School Tech Services \$22,052.97 4/18/11 – 5/18/11 (30 days). There was discussion about which buyer was actually assigned this commodity. It was decided that the items were IT related. 4/29/11: Tim asked Marty to have the contractors under the County's Electrical Supplies Contract see if they could provide a quote. 5/10/11: Marty stated that the County contractors could not bid on these items. Issued a RFQ that was due back on 5/12/11. 5/18/11: End user completed review of the quotes and PO was issued.

RFQ PR126664 (DBI) Apple Macbook, Mike, Teleprompter – Parks & Rec \$9,648 4/5/11 – 4/28/11 (23 days). 04/05/11 PR placed on hold. 4/07/11 Left v/m for Rodney Macklin of Public Affairs regarding quote he obtained for P & R. Phone tag until 04/12/11. Quote received from the web. 4/13/11 E-mail request to quote to B & H Photo- 04/14/11 Quote received. Price missing on the last item. 4/19/11 E-mail back to B & H for price. E-mail response that B & H Photo closed from April 15th to 27th.

4th Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

RFQ PR127930 (DRC) Police Vests \$12,960 4/11/2011 – 5/3/2011 (22 days). Processing delayed from 4/13 to 5/3 (20 days) obtaining information from P.D. regarding companies and reps names from whom vests were received and tested.

RFQ PR127556 (DRC) Construction of Nash Road \$38,500 4/6/11 – 5/3/11 (27 days). 4/8/11 RFQ issued with a due date of 4/25/11. Processing delayed from 4/27 to 5/2 (5 days) obtaining certificate of insurance.

RFQ PR122541 (GJT) Utility Vehicle (Bobcat) – Parks & Rec \$6,885.60 2/21/11 – 4/28/11 (66 days). 2/21/11 Put on hold. 3/8/11 RFQ prepared. 3/11/11 RFQ issued with 3/18 due date. 3/18/11 No response to RFQ, new RFQ will be issued 4/11/11. Changes made, new RFQ issued with due date of 4/19. 4/26/11 Received approval. PO processed and printed on 4/28/11.

RFQ PR130484 (GJT) Tractor Backhoe – Parks & Rec \$7,365 4/29/11 – 5/17/11 (18 days). 4/29/11 Put on hold. 5/5/11 Quotes requested and received. 5/5/11 sent to department for approval. 5/12/11 Received approval. PO approved on 5/12, however the contract officer did not change the buyer code on the requisition and it reverted back to Jo Carol Mayton. 5/17/11 PO issued.

RFQ PR128932 (GJT) Henricus Park Paved Ditch \$10,000 4/29/11 – 5/17/11 (18 days). 4/29/11 put on hold. 5/5/11 supporting documentation received. 5/12/11 requisition approved, however the contract officer did not change the buyer code on the requisition and it reverted back to Jo Carol Mayton. 5/17/11 PO issued.

RFQ PR125900 (GJT) Ford Explorer - Fleet \$23,700 3/17/11 – 4/14/11 (28 days). 3/18/11 put on hold. 4/6/11 RFQ issued with due date of 4/14/11. PO processed and printed on 4/14/11.

RFQ PR119690 (HFL) Pavement Repair – Fire Station # 18 \$6,470 3/24/11 – 4/25/11 (32 days). 3/24/11 met with the consultant and Fire Department to discuss requirements. This one was sent out as an RFQ on 4/1/11 with a due date of 4/12/11 but no bids were received. It was sent out again as an RFQ on 4/14/11 with a due date of 4/22/11 and order was placed 4/25/11.

RFQ PR129536 (HFL) Window Frame Replacement – Beulah Elementary \$9,668 4/15/11 – 5/3/11 (18 days). 4/21/11 requested additional specs from end user and obtained additional quotes. 4/25/11 requested certificate of insurance.

RFQ PR127442 (HFL) Remove/Replacement Underground Tank – Fire Station #11 \$33,137 4/4/11 – 4/25/11 (21 days). It took seven days to get the environmental documentation. RFQ issued 4/11/11 with a due date of 4/22/11. Reviewed quotes with the department. Awarded 4/25/11.

RFQ PR129594 (HFL) Walk in Cooler – Swift Creek Middle \$35,729 4/18/11 – 5/20/11 (32 days). 4/21/11 – 5/3/11 in conjunction with the department, worked on developing specs and the RFQ. Quotes were received on 5/18/11 (had to allow for site visit). Award made on 5/20/11.

4th Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

RFQ PR125365 (JCM) Tracker Subscription Agreement – Accounting \$3,815 3/29/11 – 4/21/11 (23 days). Placed on hold 4/1, subscription agreement form e-mailed to Stel 4/5 for approval, returned by Stel 4/20/11.

RFQ PR129598 (JCM) Removal/Installation of Stalls – Midlothian High \$11,315 4/18/11 – 6/7/11 (50 days). 1 Quote submitted with PR, Jim Eyerly out from 4-20 to 4-25, JCM off 4-25-11, 4/26/11 – 5/9/11 was doing research to find two additional bidders and verifying insurance requirements. E-mail to Jim Eyerly 5-9-11 with contact info for 2 additional recommended licensed vendors and insurance requirements for Facilities to take vendors to school and obtain quotes. 5/9/11 – 6/5/11 schools had to take each bidder to the site in order to obtain quote. Quotes received by e-mail 6/6/11 from Facilities.

RFQ PR132334 (JCM) Chairs – Mental Health \$11,640 5/11/11 – 6/6/11 (26 days). 5/11/11 to 5/23/11 worked with Mental Health on trying to find a source who could match existing chairs. RFQ issued 5-24-11, Responses due 6-3-11. PO issued 6/6/11.

RFQ PR122431 (JCM) Executive Recruitment Services – HRM \$14,000 2/18/11 – 4/5/11 (46 days). 2/18/11 PR received. 2/22/11 draft informal RFP sent to Mary Martin-Selby for review and editing. 2/23/11 comments received from Mary Martin and changes made. 2/23/11 informal RFP issued to vendors with responses due 3/4/11. Also, meeting scheduled with Mary and Candace Lackey to discuss informal process. 3/4/11 proposals received. 3/7/11 proposals delivered to Mary and Candace. Discussed informal process and estimated review and recommendation would take approx 1 wk. 3/18/11 e-mail to Mary and Candace inquiring when they would complete their review and offering assistance. 3/18/11 e-mail received from Candace that she and Mary would have recommendation early next week. 3/22/11 e-mail received from Candace providing names of 3 shortlisted firms and requesting follow-up questions to be sent to 3 shortlisted vendors with responses by 3/31/11. E-mails sent to 3 firms and responses were requested by noon on 3/29/11. Candace also requested reference checks on the 3 shortlisted vendors. Sample questions e-mailed to Candace for her to select questions she felt were pertinent or provide other reference questions by 3/23/11. 3/23/11 received response from Candace regarding reference questions and e-mails were sent to references provided by the 3 shortlisted firms. Responses were requested by noon 3-29-11. All responses to reference checks were forwarded electronically to Mary and Candace as they were received. 4/5/11 award recommendation received from Candace with documentation. PO P217355 issued and e-mailed to Springsted, Inc. with request for them to contact Mary Martin-Selby to begin work and provide COI. 4/6/11 received return phone call and e-mail from Springsted acknowledging receipt of our PO, confirming they will provide COI, and stating they will contact Mary Martin.

RFQ PR130953 (JCM) Chairs – Central Library \$16,194 4/28/11 – 6/17/11 (50 days). Specs received and reviewed 4/29/11. Drafted RFQ. RFQ issued to 4 vendors 5/23/11, responses due 6/3/11. No responses received. Following additional research new RFQ issued 6/7/11, responses due 6/14/11.

Informal RFP 11-0245 (JCM) Furnish & Install Time Collection System – Accounting \$42,435 11/23/10 – 5/23/11 (181 days), 12/3/10-1/24/11 drafting IRFP. 1/24/11 IRFP issued with 2/15/11 due date. 2/22/11-4/26/11 evaluation process and IST approval. 4/26/11-5/20/11

negotiation. Contract issued on 5/23/11.

4th Quarter FY11 IFB/RFP/RFQ Turnaround Time Notes – Continued

RFQ PR129241 (LWN) Books/Workbooks – Fulgham Center \$5,282.20 4/14/11 - 5/3/11 (19 days). Received requisition on 4/14/2011 – did not receive quote until 5/2/2011 after four emails, cut PO on 5/3/2011.

RFQ PR125612 (LWN) Reading Kits – Fulgham Center \$6,312.60 3/22/11 - 4/13/11 (22 days). Requested copy of quote from Donna Kite 3/25/2011 Received email from Donna on 4/7/2011 explaining that she does not have quote. Called vendor on 4/8/2011. Received quote 4/11/2011. Cut PO 4/13/2011.

RFQ PR129600 (LWN) Phone System Update – Governors School \$15,194.15 4/15/11 – 5/3/11 (18 days). Received the requisition on 4/15/-2011 with three quotes attached. Sent email to Dawn Harding at School Board on 4/19/2011 requesting additional information pertaining to this purchase. Determination was made that we needed two PRs, one for the system and one for the install. Dawn sent Lorie an email to Sharon Caro at the ARGs and Sharon was out, but responded back to me on 4/26/2011. Verified the quote on 4/28/2011 and 5/2/2011 received the last verification from Virtual Graf. Cut Po 5/3/2011.

RFQ PR131042 (MWF) Electrical Services for UPS Unit – Jail \$9,080 4/28/11 – 5/16/11 (18 days). 4/29/11 requested justification from end user to use a non-contract vendor. 4/29/11 requested quote from contractor. Quote received on 5/12/11. Contract Officer was on leave 5/1/11-5/13/11. PO issued 5/16/11.

RFQ PR124774 (SRL) Fireworks 4th of July – Parks & Recreation \$11,992.30 3/10/11 – 4/22/11 (43 days). Informal quotation sent out on 3/16/11. Quote due back 3/20/11. Held for authorization from department on approving total of quote. Department only has 12,000 budgeted. Department advised to reduce quantities on 4/14/11. Contacted vendor to re-negotiate pricing. Vendor updated pricing and returned to me on 4/20/11. Released order on 4/20/11. The award resulted in a one year contract valued at \$11,992 with two renewal options.

RFQ PR130492 (GJT) Bullet Resistant Windows – Waste & Resource Recovery \$24,700.04 5/2/11 – 5/18/11 (16 days). 5/2/11 Put on hold. RFQ issued on 5/5/11 with due date 5/16/11. Responses reviewed 5/17/11. References checked 5/18/11. COI received. PO processed and printed.

4th Quarter FY11 TQI Activity (4/1/11 - 6/30/11)

- **Contractor Management (Cross Departmental PAT)** (Jo Carol Mayton). Team continues to draft Contractor Safety Guidelines. The team met on April 11 and June 13. A meeting was scheduled for May 9 but was canceled.
- **Management Services Quality Council** (Harold Leach). The Council has begun to consider updating the MSQC charter and methods used to accomplish this. No other major activity has occurred.
- **Process Inventory Standing Committee** (Marty Franciscus, Tim Moore, Scott Peach, and Stephanie Brown). The committee continues to meet weekly for half an hour to review processes and assign new processes for team review. The committee has reviewed, revised, or deleted 33 processes during this quarter.
- **Rewriting the Capital Projects Policy 1-11** (Cross Departmental Team) (Donna Clarke) The update to the capital projects policy has been put on hold pending a PAT being pulled together by General Services to look at the whole construction management process. Once that is complete, the CIP policy will be revised.

4th Quarter FY11 TQI Activity (4/1/11 - 6/30/11) Continued

- **Processes Worked on by Administrative Support Staff During the 4th Quarter**
 - Bid Book – finalized the new automated process of the Master Solicitation Spreadsheet.
- **Processes Worked on by Buying Staff During the 4th Quarter**
 - RFP Letters to Non-Awarded Firms – Automated the process (email in lieu of mailing letters), time saving and cost saving benefit.
 - Templates – continued to improve upon template process, plans to provide additional training to buying staff
 - Turnaround Notes – Staff will type the turnaround notes as the last thread in chronology notes in lieu of completing the turnaround form.

4th Quarter FY11 Activity – Other Than TQI

(4/1/11 - 6/30/11)

- NAACP Representatives met with Chesterfield County to discuss minority business development and minority business opportunities (Mike Bacile).
- Staff participated in Breakfast with the Buyer, sponsored by Economic Development in conjunction with the Purchasing Department. It was held on May 24, 2011. It is held to increase opportunities for procurement and contract activities for businesses, specifically, minority, women-owned and Chesterfield businesses. County purchasing staff provided a brief overview on the County's procurement process and Bridgette King was the featured contract officer. Invitations were sent to businesses on the County's mailing list for Bridgette's primary commodities which are technology related. Twelve vendors attended this event (Mike Bacile, Tim Moore, Jo Carol Mayton, & Bridgette King).
- Purchasing staff worked a total of 33.5 hours of recordable comp time in the 4th Quarter of FY11.
 - Exempt purchasing staff worked a total of 33.5 hours of recordable comp hours.
 - Non-Exempt purchasing staff worked a total of 0 hours of recordable comp hours.
- There were 51 Bid and 10 Proposal openings scheduled during the 4th Quarter.
- Numerous Purchasing staff are actively involved in professional organizations which include: CAPA, NIGP, and VAGP. Harold Leach serves on the VAGP Education Committee. Mike Bacile serves as a mentor in the VAGP Mentor/Protégé program.

4th Quarter FY11 Helpdesk Numbers for the In Focus Project and PO Team (Angie and Scott)

Helpdesk calls for April	Project: 79	PO Team: 44
Percent closed in under 1 day	Project: 92.41%	PO Team: 100%
Average time to resolve	Project: 7 hours, 28 minutes	PO Team: 53 minutes
Helpdesk calls for May	Project: 90	PO Team: 45
Percent closed in under 1 day	Project: 94.44%	PO Team: 100%
Average time to resolve	Project: 4 hours, 38 minutes	PO Team: 52 minutes
Helpdesk calls for June	Project: 162	PO Team: 94*
Percent closed in under 1 day	Project: 96.30%	PO Team: 100%
Average time to resolve	Project: 1 hour, 59 minutes	PO Team: 38 minutes

*Tickets more than twice that of last month due to ongoing unresolved WF issues.