

# Department of Procurement and Material Management

## Mission

The Department of Procurement and Material Management provides the resources that establish a foundation for quality service to the community through a diverse network of suppliers and contractors.

## Connection to the Countywide Strategic Plan

The Fairfax County Board of Supervisors adopted the first-ever Countywide Strategic Plan on October 5, 2021. The Countywide Strategic Plan serves as a road map to help guide future work, focusing on the 10 Community Outcome Areas that represent the issues of greatest importance to the community, and uses our One Fairfax equity policy to invest in people and places that have limited access to opportunity. On February 20, 2024, the second Annual Report on the work of the strategic plan was released to the public. The report contains point-in-time progress highlights for each of the community outcome areas, plus three data dashboards and data stories that are being replicated across all of the outcome areas, and a number of additional initiatives to embed the elements of the plan within department-level work. The report also includes a Year Three Implementation Model, which will engage hundreds of County subject-matter experts to identify and champion the specific strategies that will move forward to implementation under the guidance of the Board of Supervisors. For more information on the Countywide Strategic Plan, please visit [www.fairfaxcounty.gov/strategicplan](http://www.fairfaxcounty.gov/strategicplan). The Department of Procurement and Material Management primarily supports the following Community Outcome Areas:



Community Outcome Area	Vision Statement
<b>Cultural and Recreational Opportunities</b>	<i>All residents, businesses, and visitors are aware of and able to participate in quality arts, sports, recreation and culturally enriching activities.</i>
<b>Effective and Efficient Government</b>	<i>All people trust that their government responsibly manages resources, is responsive to their needs, provides exceptional services and equitably represents them.</i>

## Focus

The Department of Procurement and Material Management (DPMM) delivers value to County departments and residents through a business model that is the platform for the County's programs and services. The quality contracts and agreements establish reliable and valuable business relationships with suppliers and providers. They balance pricing, risk, terms, and conditions to establish a resilient supply chain that benefits both the County and the business community. DPMM consists of four operating cost centers: Contracts, Business and Technical Solutions, Material Management, and Grants and Sponsored Programs. These cost centers work together with the fifth cost center, Leadership and Management, to provide first-class procurement and material management support to County departments, enabling them to deliver nationally recognized County programs.

## Department of Procurement and Material Management

The Contracts division supports County operations by managing a portfolio of over 1,300 active contracts. Contract administration, including solicitation, award, and management of the contracts is the central focus of this division. Contracting for goods and services is a tool to deliver significant operational savings to the County through the competitive bidding and negotiating process. The department is improving procurement processes through enhanced customer engagement, market analysis, and technology tools to develop contracts that align with the County's strategies to be an equitable, environmentally responsible, effective, and efficient government.

In addition to the savings attained through competitive sourcing, in FY 2023, DPMM programs produced \$4.3 million in revenue. The procurement card, office supply program, and other contract incentives generated revenue and rebates totaling \$1.8 million and delivered administrative efficiencies for the County. The Material Management cost center manages the redistribution, sale, and disposal of surplus and excess County property. Through targeted outreach, web-based auctions of County surplus property has expanded and produced over \$2.5 million in revenue through the sale of over 2,487 items.

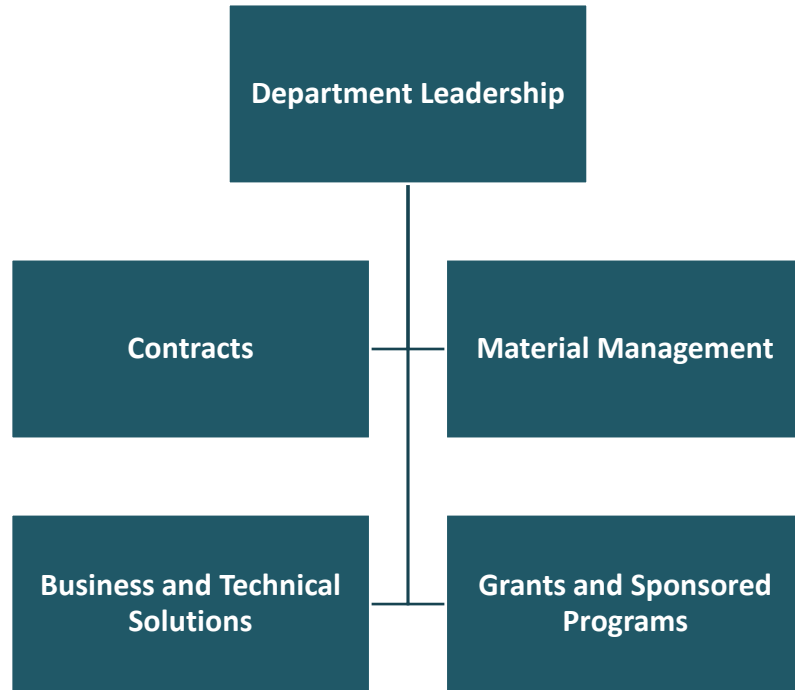
DPMM is committed to leadership in sustainable procurement. The supplier diversity program engages with small, women- and minority-owned (SWaM) businesses through outreach and education. In FY 2023, SWaM business participation reached \$208 million or 27.8 percent of procurement dollars expended through the central procurement authority. The supplier diversity program will continue to play a vital role in the equitable economic recovery from the COVID-19 pandemic. The department also provides leadership and support to advance the County's environmental initiatives. DPMM has taken the lead, with the Office of Environmental and Energy Coordination, on the County's Zero Waste Plan and has launched a corporate social responsibility program with County suppliers.

The Material Management division delivers material management and logistical support to County agencies. The division manages the storage space at the central warehouse in a manner that is cost-effective and maximizes use of the facility. The cost center also serves as a strategic resource in County and regional emergency planning and response. The Material Management division supports the Fairfax County Public Library system and its patrons by transferring 1.9 million books annually from one branch to another. Consumable and fixed asset property management programs ensure the County effectively controls and manages these assets. Logistical support for the Office of Elections through storage, transportation, and security of elections equipment is a year-round function. A space study of the Logistics Center in Springfield concluded that additional space and security were needed for election equipment and personnel. As a result, the County leased a 42,000 square foot facility on Morrisette Drive in Springfield to accommodate the storage of elections equipment.

The core mission of the Grants and Sponsored Programs division is to provide strategic contract development consultation, targeted monitoring services, and professional administration of agreements as needed for County business requirements, including memoranda of agreement, affiliation agreements, agreements for the purchase of services on behalf of clients, and agreements which receive or distribute grant funds. The department's work is achieved through a collaborative approach primarily in the County's Health and Human Services System and is focused on maximizing and effectively managing contracts to sustain and grow programs.

# Department of Procurement and Material Management

## Organizational Chart



## Budget and Staff Resources

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
<b>FUNDING</b>				
<b>Expenditures:</b>				
Personnel Services	\$5,958,860	\$7,589,123	\$7,589,123	\$7,633,481
Operating Expenses	1,853,595	1,861,353	2,427,223	1,871,616
Capital Equipment	76,024	0	0	0
<b>Subtotal</b>	<b>\$7,888,479</b>	<b>\$9,450,476</b>	<b>\$10,016,346</b>	<b>\$9,505,097</b>
Less:				
Recovered Costs	(\$288,803)	(\$288,803)	(\$288,803)	(\$288,803)
<b>Total Expenditures</b>	<b>\$7,599,676</b>	<b>\$9,161,673</b>	<b>\$9,727,543</b>	<b>\$9,216,294</b>
<b>Income:</b>				
Contract Rebates	\$1,808,175	\$2,165,423	\$1,808,175	\$1,808,175
<b>Total Income</b>	<b>\$1,808,175</b>	<b>\$2,165,423</b>	<b>\$1,808,175</b>	<b>\$1,808,175</b>
<b>NET COST TO THE COUNTY</b>	<b>\$5,791,501</b>	<b>\$6,996,250</b>	<b>\$7,919,368</b>	<b>\$7,408,119</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	81 / 81	81 / 81	81 / 81	81 / 81

# Department of Procurement and Material Management

## FY 2025 Funding Adjustments

The following funding adjustments from the FY 2024 Adopted Budget Plan are necessary to support the FY 2025 program:

**Employee Compensation** **\$342,546**

An increase of \$342,546 in Personnel Services includes \$151,783 for a 2.00 percent market rate adjustment (MRA) for all employees and \$112,199 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2024. The remaining increase of \$78,564 is included for employee pay increases for specific job classes identified in the County's benchmark class survey of comparator jurisdictions.

**Contract Rate Increases** **\$5,750**

An increase of \$5,750 in Operating Expenses supports a contract rate increase for the Bonfire software utilized by the agency.

**Department of Vehicle Services Charges** **\$4,513**

An increase of \$4,513 in Department of Vehicle Services charges is based on anticipated billings for fuel, maintenance, and operating-related charges.

**Reductions** **(\$298,188)**

A decrease of \$298,188 reflects reductions utilized to balance the FY 2025 budget. The following table provides details on the specific reductions:

Title	Impact	Positions	FTE	Reduction
Realize Savings Associated with Personnel Services	This reduction realizes savings of \$198,058 in the Department of Procurement and Material Management's Personnel Services budget and is based on actual spending associated with current staffing levels. It is not expected that this reduction will impact agency operations since it aligns budget to actual expenditures.	0	0.0	\$198,058
Realize Savings Associated with Non-Merit Personnel	This reduction realizes savings of \$100,130 in non-merit personnel budget and is based on the current use of non-merit staff. It is not expected that this reduction will impact agency operations since it aligns budget to actual expenditures.	0	0.0	\$100,130

## Changes to FY 2024 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2024 Revised Budget Plan since passage of the FY 2024 Adopted Budget Plan. Included are all adjustments made as part of the FY 2023 Carryover Review and all other approved changes through December 31, 2023.

**Carryover Adjustments** **\$565,870**

As part of the FY 2023 Carryover Review, the Board of Supervisors approved funding of \$565,870 in Operating Expenses due to encumbered carryover.

# Department of Procurement and Material Management

## Cost Centers

DPMM is divided into five cost centers: Leadership and Management, Contracts, Grants and Sponsored Programs, Material Management, and Business and Technical Solutions. Working together, all five cost centers provide critical services in support of the agency’s mission.

### Leadership and Management

The Leadership and Management cost center provides strategic direction, leadership, and oversight to the department. This includes performing the function of the Chief Procurement Officer (CPO) for Fairfax County Government and Fairfax County Public Schools. The role of the CPO is to establish County procurement policies and practices, manage risk, strengthen the procurement workforce, build supplier relationships, and advance mission performance. This cost center also provides financial, budget, human resources, and management support within DPMM.

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
<b>EXPENDITURES</b>				
Total Expenditures	\$755,736	\$1,510,913	\$1,512,249	\$1,498,936
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	8 / 8	8 / 8	8 / 8	8 / 8

### Contracts

The Contracts cost center supports the procurement needs of the County by facilitating and delivering timely and efficient procurement of goods, services, technology, construction, and supplies required for County government operations. This cost center provides professional procurement, contract management support and advice to County departments, in accordance with the Fairfax County Purchasing Resolution. This cost center issues solicitations, oversees the evaluation and selection process, assists in contract negotiations, makes contract awards, and ensures contractor performance throughout the contract lifecycle. The Contracts cost center manages high-dollar, complex contracts, assessing liabilities and risks, reviews legal terms and financial statements, and ensures the County has the best possible contract terms at a fair and reasonable price. In all procurement transactions, the Contracts division follows the highest ideals of integrity and professionalism and conducts all procurement transactions with objectivity, transparency, fairness, accountability, and efficiency.

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
<b>EXPENDITURES</b>				
Total Expenditures	\$2,095,511	\$3,270,644	\$3,273,597	\$3,281,143
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	26 / 26	26 / 26	26 / 26	26 / 26

# Department of Procurement and Material Management

## Grants and Sponsored Programs

The Grants and Sponsored Programs cost center supports the County's needs related to consultation, development and management of agreements relating to external funding opportunities, public assistance and social services for direct use by recipients, interdepartmental agreements, and the issuance of County grants. This cost center manages the development and execution of Federal Sub-award agreements, while ensuring compliance with federal and other pass-through funding requirements. This cost center also oversees the development, issuance, management and monitoring of awards to nonprofits through the Consolidated Community Funding Pool (CCFP). For further information on the CCFP, please refer to Fund 10020, Consolidated Community Funding Pool, in the General Fund Group section in Volume 2.

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
<b>EXPENDITURES</b>				
Total Expenditures	\$1,075,395	\$1,025,683	\$1,025,683	\$1,070,218
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	13 / 13	13 / 13	13 / 13	13 / 13

## Material Management

The Material Management cost center provides material management and logistical support to County agencies by storing, receiving, and distributing and redistributing County property. This cost center is the logistics and transportation provider to the Fairfax County Public Library system. The Material Management division manages the County's excess and surplus property program ensuring best use disposition (redistribution, recycling, sale, or disposal) for all County agencies, as well as the fixed asset oversight required for accountability of capital equipment assets. The cost center has a vital logistical role in emergency response at the local, state, and regional levels. In addition, the cost center provides management, policy development, and audits of the County's consumable inventories.

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
<b>EXPENDITURES</b>				
Total Expenditures	\$1,163,655	\$980,512	\$1,051,747	\$925,111
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	21 / 21	21 / 21	20 / 20	20 / 20

# Department of Procurement and Material Management

## Business and Technical Solutions

The Business and Technical Solutions cost center manages a variety of procurement-related programs to support internal and external customers, including suppliers and County users. The staff in this cost center are the procurement functional liaison to FOCUS, the County's Enterprise Resource Planning (ERP) system, providing a link between business requirements and system technical capabilities. Cost center staff provide technical support to ancillary procurement systems such as the contract register, contract request system, and the web-based performance reporting system; provide customer support to FOCUS users; and respond to reporting for transparency. It includes management of the County's procurement card program, office supply program, and other special programs. Lastly, the cost center staff manage the sustainable procurement program, encompassing environmentally preferable procurement and supplier diversity efforts.

Category	FY 2023 Actual	FY 2024 Adopted	FY 2024 Revised	FY 2025 Advertised
<b>EXPENDITURES</b>				
Total Expenditures	\$2,509,379	\$2,373,921	\$2,864,267	\$2,440,886
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>				
Regular	13 / 13	13 / 13	14 / 14	14 / 14

## Position Detail

The FY 2025 Advertised Budget Plan includes the following positions:

<b>LEADERSHIP AND MANAGEMENT - 8 Positions</b>			
1	Director	1	Human Resources Generalist I
2	Deputy Directors	1	Administrative Assistant IV
1	Management Analyst IV	1	Financial Specialist I
1	Management Analyst III		
<b>CONTRACTS - 26 Positions</b>			
1	Division Director	3	Contract Specialists III
3	Contract Specialist Supervisors	4	Contract Specialists I
1	Contract Analyst II	2	Assistant Contract Specialists
12	Contract Specialists II		
<b>GRANTS AND SPONSORED PROGRAMS - 13 Positions</b>			
1	Division Director	2	Contract Analysts III
1	Management Analyst III	6	Contract Analysts II
2	Contract Specialist Supervisors	1	Contract Specialist II
<b>MATERIAL MANAGEMENT - 20 Positions</b>			
1	Division Director	2	Material Mgmt. Specialists II
3	Management Analysts II	6	Material Management Drivers
2	Material Management Supervisors	1	Custodian II
1	Inventory Manager	1	Management Analyst I
2	Material Mgmt. Specialists III	1	Material Mgmt. Assistant
<b>BUSINESS AND TECHNICAL SOLUTIONS - 14 Positions</b>			
1	Division Director	1	Network/Telecom Analyst II
1	Management Analyst IV	1	Business Analyst IV
3	Management Analysts III	1	Business Analyst III
3	Management Analysts II	1	Business Analyst II
1	Management Analyst I	1	Training Specialist II

## Performance Measurement Results by Community Outcome Area

### Cultural and Recreational Opportunities

The Material Management cost center continued its support for the Fairfax County Public Library system, transferring 1.9 million library books, or approximately 80 percent of the annual library circulation. The warehouse supports library renovations through long-term storage of books. In FY 2023, Material Management achieved a peak warehouse capacity of 101 percent, a warehousing industry metric that indicates high utilization of available space. This increase in capacity is related to utilizing the County warehouse to acquire, store, and distribute personal protective equipment and cleaning supplies for the County during the COVID-19 pandemic.

### Effective and Efficient Government

There were 455 contracts and agreements awarded in FY 2023. 83 percent of procurement contracts were awarded through a competitive procurement action using market dynamics to drive savings to the County and does not reflect those agreements awarded through non-procurement methods.

In FY 2023, DPMM awarded over 27.8 percent of procurement dollars to small, women- and minority-owned (SWaM) businesses. DPMM's outreach events provide SWaM businesses with the opportunity to discuss their supply and service offerings and learn of potential procurement opportunities at the County. The annual Small Business Forum, jointly sponsored by Fairfax County and the Fairfax County Small Business Commission, is an event that joins suppliers and County buyers. Educating contracting specialists and County buyers on the small business marketplace along with frequent, meaningful engagement is critical to encouraging SWaM business participation in County procurement.

The DPMM procurement card and office supply programs were responsible for producing over \$1.8 million in County rebates in FY 2023. Efficient and conscientious management of these programs, which are widely used by internal customers and highly regarded by external entities, are essential to the role of corporate stewardship.

Community Outcome Area	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
<b>Cultural and Recreational Opportunities</b>						
<b>Access to Local Arts, Sports and Cultural Opportunities</b>						
Percentage of annual library circulation transferred by DPMM <sup>1</sup>	28%	15%	30%	80%	85%	85%
<b>Effective and Efficient Government</b>						
<b>Effective Technology and Quality Facilities</b>						
Peak warehouse capacity used (peak capacity used / capacity available)	90%	100%	90%	100%	95%	100%
Percent of consumable items accurately tracked <sup>1</sup>	99%	100%	99%	100%	99%	100%
Percent of fixed assets accurately tracked <sup>2</sup>	99%	NA	99%	NA	99%	99%
Percent of rebates achieved relative to plan	100.0%	93.0%	100.0%	95.0%	100.0%	95.0%
<b>Customer Satisfaction with County Services</b>						
Percent of formal contractual actions awarded without valid protest	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Processing time in days for an Invitation for Bid (IFB) <sup>1,2</sup>	NA	NA	46.0	NA	NA	NA
Processing time in days for a Request for Proposal (RFP) <sup>1,2</sup>	NA	NA	150.0	NA	NA	NA



# Department of Procurement and Material Management

Community Outcome Area	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
<b>Inclusive Community Engagement</b>						
Percentage of contracts awarded through a competitive procurement action	67.0%	83.0%	85.0%	77.0%	77.0%	75.0%
Percent of procurement dollars awarded to small and minority businesses	27.0%	27.0%	35.0%	27.8%	35.0%	27.4%
<b>Financial Sustainability and Trustworthiness</b>						
Net surplus sales revenue – includes: online auction sales, consignment equipment and vehicle sales, direct sales, and recycling proceeds	\$1,519,811	\$1,178,374	\$1,500,000	\$2,471,704	\$1,900,000	\$2,000,000

<sup>1</sup> The FY 2024 and FY 2025 Estimates are due to DPMM reevaluating this performance metric to determine more effective and efficient metrics to aid future decisions.

<sup>2</sup> The FY 2022 and/or 2023 Actuals are due to DPMM being unable to obtain this information due to employee turnover at the time.

A complete list of performance measures can be viewed at  
<https://www.fairfaxcounty.gov/budget/fy-2025-advertised-performance-measures-pm>