



MENDOCINO COUNTY - GENERAL SERVICES AGENCY

MONTHLY OPERATIONAL UPDATE – DECEMBER 2023

GENERAL SERVICES AGENCY

Thriving Economy

2023 Accomplishments:

Central Services: Education and Support

Central Services started the County Central Services Team on Microsoft Teams which is available for any Mendocino County staff to join. Channels within this team include Purchasing Cards, Surplus Catalog and Sustainable Practices. Mendocino County staff can find purchasing and sustainable practices education and support materials in this Team.

Successfully completed three (3) formal workshop/training for Capital Improvement, Vehicle and Fixed Asset requests with various County Departments.

Central Services: Purchasing Program

GSA has continued to expand its purchasing training. Dates for 2024 purchasing 101 training have been scheduled and added to the training calendar in the County Central Services Team on Microsoft Teams. For more information regarding upcoming dates please email purchasingrequests@mendocinocounty.gov.

Current offered trainings include the following Purchasing Training Power Points

- Purchasing 101
- How to Enter a Requisition
- How to Receive a Purchase Order
- How to Enter a Surplus Work Order

Central Services: Competitive Bidding Statistics (January 2023 to December 2023)

County wide Quality Control: 69

County wide Issued: 64

Exception to Bids Finalized: 203

Central Services: Purchasing (January 2023 to December 2023)

Purchase Orders processed: 355

Accounts Payable and Purchase Order Batches processed: 126

Central Services: Contract Quality Control (January 2023 to December 2023)

Contracts reviewed for Policy #1 compliance: 950

Creation of the Central Services Surplus Catalog. Departments can utilize the photo surplus catalog which can be found in the County Central Services Team on Microsoft Teams.

FY2023-2024 Standard Monthly Reporting's:

Central Services: RFP's, RFB's and RFQ's

- 069-23 Probation Dodge Durango. Not Awarded. Re-issued