

MISSION:

To procure quality goods and services through a system of purchasing that is consistent, fair, expeditious, and equitable for vendors and user Departments, enabling them to maximize value while minimizing the expenditure of public funds.

GOALS:

- Be a customer focused organization. We want to exceed expectations.
- To encourage risk-taking and innovation.
- Procurement of quality products and services at the best value to tax payers.
- Understand the County's needs.
- Provide leadership, planning, and guidance in our areas of expertise.
- Complying with state, federal, and local regulations.
- To identify problems and solve them.
- To respect and value people.
- To delegate decision-making appropriately.
- To embrace open communication and information sharing.

VALUES:

- We show respect for employees, customers, and others.
- We are honest in interactions with others and in business dealings.
- We are fair towards others and in business decisions.
- We recognize humor and use it as a healthy element in the workplace.
- We encourage and practice open and direct interaction.
- We strive for excellence in performance and work output.

OBJECTIVES:

1. To efficiently provide quality service and support for user Departments and our vendors so that the best interests of Weld County are served.

Strategies to meet objective:

- Develop better relationships with peer agencies to share best practices and improved methods of conducting business.
- Evaluate, join, and/or participate in cooperative purchasing groups (ex. MAPO).

2. To work in partnership with our user Departments, to ensure continued responsiveness to their immediate and long term needs.

Strategies to meet objective:

- Meet with new staff in user Departments in order to better understand their needs and to provide guidance on the County purchasing processes.
- We will respond quickly and efficiently to requests for information or procurement.
- We will work with our user Departments to ensure that they are properly trained concerning the County's procurement processes.

3. To continuously evaluate and improve the quality of service we provide.

Strategies to meet objective:

- We will continually communicate and follow-up with our user Departments to ensure they received their requested product and to solicit feedback upon the process.

4. To earn the respect, trust, and cooperation of the customers we serve.

Strategies to meet objective:

- We will consistently follow the Weld County Code and statutory requirements to ensure a fair and impartial procurement process.
- Keep open and routine communication with our vendors and attempt to quickly and fairly resolve any issue that may arise.

5. To select, develop, and retain the people we need in order to be successful.

Strategies to meet objective:

- We will continue to keep staff trained concerning our procurement procedures.
- Staff will attend applicable training related to procurement, as they are available.

6. To take a leadership role in developing and implementing long-range plans.

Strategies to meet objective:

- We will continually evaluate our processes and procedures and make changes that best serve our user departments, our vendors, and the residents of Weld County.

7. To increase the use of local-based firms, where practical and cost effective.

Strategies to meet objective:

- To the extent possible, we will reach out to local firms to provide opportunities for them to participate in our procurement process.

8. Build relationships with user Departments to help with buying needs.

Strategies to meet objective:

- We will respond quickly and efficiently to requests for information or procurement.
- We will stay in constant communication with our user Departments.

9. To provide education and outreach to user Departments so that they are empowered to create efficiencies while ensuring compliance with local, state, and federal laws.

Strategies to meet objective:

- We will develop guidance documents and other educational tools so that Departments are confident in their practices.
- We will monitor, educate, and assist use Departments, keeping them up to date on our current policies and procedures.

10. To improve the contract development, review, and renewal process, to ensure timely and thoughtful review of all contracts and agreements.

Strategies to meet objective:

- Evaluate and procure a contract management system.
- Work with the County Attorney to provide improved legal review of all contracts.
- Coordinate with user Departments to evaluate needs and improve services.