



VISION

- Use a cooperative, collaborative approach in understanding customers' needs while helping to expedite purchasing processes.
- Ensure processes are consistent, timely, efficient, seamless, and promote legal compliance and fiscal responsibility.
- Provide easy to use tools and accessible information which allows customers to provide services to the public.
- Provide services in a professional, knowledgeable, and respectful manner.
- Look for opportunities to be innovative and resourceful and to leverage the combined purchasing power of the City and County.
- Ensure public funds are responsibly spent in a transparent and fair manner.

MISSION

Purchasing facilitates the timely procurement of goods and services to help customers fulfill their missions by providing cost effective opportunities to purchase quality goods and services at the best value while conducting business in a legal, fair, open, and competitive manner.

GOALS

- Maintain and expand relationships with vendors and purchasing organizations, and promote fair and equitable opportunities for vendors.
- Educate City and County departments on the services provided by Purchasing and their legal requirements and obligations.
- Develop seamless procurement processes and procedures that comply with each jurisdiction's legal requirements.
- Develop and utilize cost-effective methods for purchasing using best management practices and technological tools, where appropriate.
- Maximize the efficiency and effectiveness of administrative policies, internal operations, and public information.
- Create and maintain a positive and cooperative culture that respects employees, customers and vendors.
- Hire and retain professional, well trained, and knowledgeable employees.

“QUALITY SERVICE, RESPONSIBLE PUBLIC PROCUREMENT”

