



April 30, 2026

MEMORANDUM

TO: Edward P. Burroughs III, Chair
Government Operations and Fiscal Policy (GOFP) Committee

THRU: Sylvia King *SK*
Senior Legislative Budget Officer

FROM: Shalene Miller-Whye *SMW*
Legislative Budget & Policy Analyst

RE: Office of Procurement (OOP)
Fiscal Year 2027 Budget Review

BUDGET OVERVIEW

The FY 2027 Proposed Budget for the Office of Procurement is \$7,257,200, an increase of \$990,900, or 15.8%, above the FY 2026 Approved Budget. The increases in the FY 2027 Proposed Budget are primarily due to increases in training, contracts, advertising, vehicle equipment leases, mileage, gas, and office supplies. This is net with a decrease in membership fees and interagency charges to align with projected costs. Increases also include mandated salary requirements, the increase in the fringe benefit rate from 31.2% to 32.4%, the transfer of an Associate Director position to the Office of Central Services, and the addition of one (1) Procurement Office position.

Expenditures by Category - General Fund

Category	FY 2025 Actual	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	Change FY26-FY27	
					Amount (\$)	Percent (%)
Compensation	\$3,717,325	\$4,506,400	\$4,229,800	\$4,943,700	\$437,300	9.7%
Fringe Benefits	1,203,716	1,406,000	1,405,500	1,601,800	195,800	13.9%
Operating	1,859,955	600,800	599,200	929,900	329,100	54.8%
Capital Outlay	—	—	—	—	—	—
SubTotal	\$6,780,996	\$6,513,200	\$6,234,500	\$7,475,400	\$962,200	14.8%
Recoveries	(212,331)	(246,900)	(246,900)	(218,200)	28,700	-11.6%
Total	\$6,568,665	\$6,266,300	\$5,987,600	\$7,257,200	\$990,900	15.8%

IMPACT OF KNOWN OR ANTICIPATED FEDERAL CHANGES OR ACTIONS

- There is no direct impact on the agency's programs. However, the Office is monitoring proposed federal and passed bills for operational implications.

- Nine (9) of the line items show an overall increase in funding from the FY 2026 Approved budgeted levels. Funding increases for office automation, training, advertising, mileage reimbursement, operating contracts, general office supplies, vehicle equipment repair/maintenance, gas and oil, and interpreter fees.
- Four (4) line items remain unchanged from the FY 2026 Approved funding levels.
- Two (2) of the Operating Budget line items show a proposed decrease in funding from the FY 2026 Approved Budget levels. Membership fees decrease by \$500 due to projected costs, and interagency charges decrease by \$13,940, due to recoverable Office of Law expenses. *See chart below.*

General Fund (1000)					
Commitment Items	FY 2026 Budget	FY 2026 Estimate	FY 2027 Proposed	\$ Change from FY26 Budget	Explain reason for budgetary change for each commitment item
Telephone	\$11,300	\$11,300	\$11,300	\$0	
Printing	\$2,800	\$2,400	\$2,800	\$0	
Office Automation	\$273,400	\$273,400	\$287,100	\$13,700	Decrease due to cost for countywide technology
Other Office Automation	\$60,000	\$40,000	\$60,000	\$0	
Training	\$22,000	\$15,000	\$35,000	\$13,000	Increase reflects training needs in FY 2027
Advertising	\$14,000	\$9,000	\$17,200	\$3,200	Increase reflects projected advertising needs in FY 2027
Membership Fees	\$5,000	\$5,000	\$4,500	-\$500	Decrease reflects projected membership costs in FY 2027
Mileage Reimbursement	\$0	\$500	\$500	\$500	Increase reflective of projected reimbursable mileage in FY 2027
Operating Contracts	\$70,000	\$100,000	\$370,000	\$300,000	Increase reflects funding for consulting and various contractual services in FY 2027
General Office Supplies	\$7,000	\$7,000	\$12,000	\$5,000	Increase reflects projected office supply needs in FY 2027
Office and Operating Equipment Non-Capital	\$15,000	\$15,000	\$15,000	\$0	
Vehicle Equipment Repair/Maintenance	\$3,900	\$3,900	\$10,700	\$6,800	Increased cost for vehicle leases
Gas and Oil		\$300	\$300	\$300	Increase reflects projected gas costs in FY 2027
Interpreter Fees		\$0	\$1,000	\$1,000	Increase reflects projected interpreter fees in FY 2027
Interagency Charges	\$116,400	\$116,400	\$102,460	-\$13,940	Decrease reflects recoverable Office of Law expenses
TOTAL	\$ 600,800	\$ 599,200	\$ 929,900	\$ 329,060	

- The table below lists Operating Contracts for FY 2026 and FY 2027. In FY 2026, the estimated contract amounts exceed the approved budgeted amounts by \$30,000. In FY 2027, three (3) contracts totaling \$370,000 are being proposed, and represent a \$300,000 increase from the current fiscal year. The largest increase is for Consulting Services, which increase from \$0 in the current fiscal year to \$240,000 in proposed FY 2027 budget.

Contracts, FY 2026 and FY 2027					
Vendor/Contractor Name	FY 2026 Approved Budget			FY 2027 Proposed Contract Amount	
	FY 2026 Approved Budget	FY 2026 Actual/Estimated Contract Amount	Current Contract Term (month/year-month/year)	FY 2027 Proposed Contract Amount	Funding Source: General Fund (GF), Grants (GR), Other Fund (OF)
B2G Now Contract	\$ -	\$ 60,000	07/2025-12/2025	\$ 60,000	GF
Procurement Summit	\$ 70,000	\$ 40,000	07/2025-12/2025	\$ 70,000	GF
Consulting Services			07/2025-12/2025	\$ 240,000	GF
Total	\$ 70,000	\$ 100,000		\$ 370,000	GF

RECOVERIES

- Recoveries for FY 2027 are proposed at \$218,200, a decrease of \$28,700, or 11.6%, below the FY 2026 budget to align with projected recoverable activities related to Capital Improvement Program (CIP) salaries.

Recoveries Summary, FY 2026, and FY 2027			
	Description	FY 2026 Estimated	FY 2027 Proposed Budget
1	CIP Salary Recoveries	\$ 246,900	\$ 218,200

EQUIPMENT AND INFORMATION TECHNOLOGY (IT)

- In FY 2026, YTD, desktop printers, Apple iPads, and Dell 2 in 2 laptops were purchased for \$8,337.
- Proposed FY 2027 funding will be used to purchase conference room enhancements, including air media systems, a TV, and monitors for \$15,000. *See table below.*

	Description (Type and quantity of equipment purchase)	FY 2026 Equipment Cost (Purchased to date)	FY 2026 Equipment Cost (Planned to be purchased)	FY 2027 Equipment Cost (Proposed to be purchased)	Purpose for Request
1	Desktop printers	\$ 248	\$ -	\$ -	Several positions required personal printers
2	Apple iPads	\$ 4,559	\$ -	\$ -	leadership required laptops
3	Dell 2 in 1 laptops	\$ 3,530	\$ -	\$ -	Replacement of existing machines with upgraded devices
4	Conference Room Enhancements		\$ -	\$ 15,000	Air Media systems, TV and Monitors, etc.
	Total	\$ 8,337		\$ 15,000	

- The Office reports that it is involved with other IT projects funded within the OIT budget. *See list below.*

IT Initiatives							
	Project Name	Summary of Project Purpose and Benefits	Year Initiated	Estimated Completion Date	Total Project Cost	Amt of funding spent to date	Proposed FY 2027 Funding Amount
1	Procurement Portal	The Office of Procurement (OOP) is requesting an online application in an effort to promote transparency and accountability within the County Procurement	2025	2026/2027		N/A	N/A
2	CB30 Data transparency	To run and display CB30 data on a quarterly basis in preparation for the annual report due to council.	2025 & 2027	2026		N/A	N/A
3	Walk Me (SAP Ariba upgrade)	Accelerate adoption and ROI across the SAP Business Suite by helping users navigate change and use technology to its full potential. It makes procurement seamless and policy-compliant.	2027	2027	100,000	N/A	N/A
4	Risk Management	SAP Ariba Risk Management is a comprehensive solution designed to help businesses manage supplier risks effectively.	2026	2027	200,000	N/A	N/A
5	Relish	Relish will assist with Supplier onboarding. We have 1 person in the office that can verify Supplier's EIN. " integrates with and will handle the verifications of those data elements.	2026	2027	100,000	N/A	N/A
6	Section 819 approvals application	Section 819 approvals for contracting needs a true system of record.	2027	2027	-	N/A	N/A

PROGRAM UPDATES

- The Office is reporting the following:

FY 2026 Workload & Performance Drivers

- ✚ Workload fluctuates based on project timelines and procurement demand. External factors, legislative updates, compliance requirements, staffing, and market conditions affect operations and vendor participation.
- ✚ Ongoing efforts to increase transparency through tools like the procurement forecast and GreenBook.
- ✚ Transition underway to centralize procurement under the Office of Procurement (OOP) to improve coordination and efficiency.

FY 2026 Initiatives (YTD)

- ✚ Processing Times: Prioritization by urgency/complexity, standardized templates, improved interagency communication, and exploration of automation; cross-training supports workload balance.
- ✚ Livable Wage Compliance: Required documentation in solicitations, compliance briefings, and annual contractor surveys to assess adherence.
- ✚ Prevailing Wage Compliance: Annual data-driven surveys inform wage rates; compliance monitored through site visits, worker interviews, and payroll reviews.

Unforeseen Issues / Obstacles (FY 2026)

- ✚ Transition to new procurement laws and centralized processes requires adjustment across agencies.
 - On October 1, 2025 the County Executive issued an [*Executive Order No.44-2025*](#) rescinding all delegated procurement authority afforded to agencies other than the Office of Procurement and the Director (Purchasing Agent) and applies to all procurements for goods, services, and construction that are subject to the Prince George's County procurement code and regulations. There is an exception for P-Card use.
 - The order stated that all County employees performing procurement functions must operate under the policies, direction, and oversight of the County Purchasing Agent.
See Appendix A-1 & A-2 of this report for a copy of the order.
- ✚ Leadership changes and centralization create short-term coordination challenges but long-term efficiency gains.
- ✚ Need for continued staff retention, training, and skill development to support modernization.

Potential FY 2027 Obstacles & Mitigation

- ✚ Ongoing adaptation to updated procurement rules and centralized structure.
- ✚ Need for continuous staff training to keep pace with evolving standards.
- ✚ Mitigation: expand training, cross-training, internal knowledge sharing, and strengthen communication and guidance for departments.



PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF THE COUNTY EXECUTIVE

EXECUTIVE ORDER No. 44-2025
PRINCE GEORGE'S COUNTY, MARYLAND

By the County Executive

SUBJECT: Centralization of Formal Procurement Activities and Authority Under the County Purchasing Agent

WHEREAS, the Charter and Prince George's County Code vest authority for the procurement of goods and services with the Office of Procurement, under the supervision of the County Purchasing Agent; and

WHEREAS, the integrity, transparency, and efficiency of the County's procurement regulations require that all formal procurement activities be centrally managed under the direction of the County Purchasing Agent; and

WHEREAS, decentralization of procurement activities across County agencies without oversight and coordination has the potential to create duplicative processes, reduce competition, and undermine the County's commitment to fiscal responsibility and equity in contracting; and

WHEREAS, centralization under the County Purchasing Agent ensures compliance with applicable procurement laws and regulations, enhances oversight, and aligns procurement practices with the County Executive's priorities of accountability, inclusion, and efficiency;

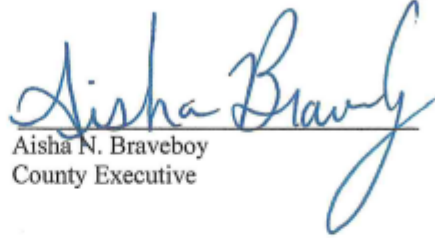
NOW, THEREFORE, I, Aisha N. Braveboy, County Executive of Prince George's County, Maryland, by virtue of the authority vested in me by the Charter and laws of Prince George's County, do hereby ORDER as follows:

- 1. Signature Authority for the County Purchasing Agent**
 - o The Director of the Office of Procurement, also designated as the County Purchasing Agent, or Office of Procurement designee, is given the full authority necessary to sign contracts and purchase orders.
- 2. Centralization of Procurement Activities**
 - o All formal procurement activities, to include the issuing of solicitations and task order competitions, shall no longer be conducted by County agencies, departments and offices. All procurement activities shall be coordinate under the authority and supervision of the **County Purchasing Agent** or Office of Procurement designee.
 - o Signing of contracts on behalf of the County is not authorized by any person, apart from the Chief Administrative Officers, the Deputy Chief Administrative Officers and individuals with delegated signing authority and shall require prior coordination and review by the County Purchasing Agent or Office of Procurement designee.
- 3. Scope of Order**
 - o This Executive Order applies to all procurements for goods, services, and construction that are subject to the Prince George's County procurement code and regulations.
 - o All County employees performing procurement functions must operate under the policies, direction, and oversight of the County Purchasing Agent.
- 4. Exclusions**
 - o This Executive Order does **not** apply to purchase cardholder activities carried out in accordance with established County purchase card policies and procedures.
- 5. Compliance and Enforcement**
 - o Agency Directors and Department Heads shall ensure compliance with this Executive Order.
 - o Any procurement action not coordinated through the Office of Procurement and the County Purchasing Agent, unless expressly exempted by law or policy, shall be deemed unauthorized and subject to corrective action.

EFFECTIVE DATE

This Executive Order shall take effect on **October 1, 2025**, and shall remain in full force and effect unless amended or rescinded by subsequent Executive Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Prince George's County, Maryland, to be affixed this 3rd day of October, 2025.


Aisha N. Braveboy
County Executive