

*Prince George's County Council
Budget and Policy Analysis Division*

**OFFICE OF PROCUREMENT (PROCUREMENT)
FY 2027 Budget Review
Second Round Questions**

We are submitting a request for budgetary information to facilitate an efficient and effective budget review and reporting process. Please respond to the questions and complete the following tables with the appropriate information. In some cases, we have populated the tables with available known data. In instances where the tables need to be re-sized or modified to accommodate additional information, please feel free to do so.

FY 2027 Proposed Budget Book (BB)/First Round Response (FRR)

1. BB p.257 - Provide an updated organization chart to include the new FY 2027 contemplated division (Contract Administration & Policy Division). What does this Division look like – staffing, funding, purpose etc.

OOP Response: Attachment A, *OOP Fiscal Year 2027 Proposed Organization Chart*, is provided for review. While the chart reflects the positions currently identified for transfer, OOP is still assessing the appropriate positions and grades, taking into consideration existing classifications, union status, and related factors.

The County currently lacks a formal, standardized Contract Administration program across its agencies. Without a centralized structure, contract oversight responsibilities vary widely, leading to inconsistent monitoring, uneven contract performance management, and increased risk of non-compliance. A dedicated Contract Administration function would establish uniform expectations, training, tools, and procedures for County agencies ensuring that contracts are actively managed throughout their lifecycle.

In addition, a Policy Division is essential for a modern public procurement organization. Public contracting is driven by laws, regulations, and evolving best practices, and requires clear, authoritative, and regularly updated policy guidance. The County currently does not have a consistent policy direction, which can lead to inconsistent decision-making and uncertainty for both internal staff and customer agencies. A centralized Policy Division would develop, publish, and maintain official procurement policies, provide timely updates, and ensure Countywide alignment with legal requirements and industry standards.

Together, these functions strengthen accountability, reduce risk, improve compliance, and ensure that the County's procurement operations are consistent, transparent, and aligned with best practices.

2. Please briefly discuss the loss of the previously allowed delegation of procurement authority to certain agencies in FY 2026 and the effect on the agencies' operations.

OOP Response: Prior to the implementation of Executive Order 44-2025, effective October 1, 2025, the Department of Public Works & Transportation (DPW&T) and the Department of the Environment (DoE) operated under delegated procurement authority for certain stormwater and construction-related procurements under \$25,000. Over time, however, these delegations were

not consistently adhered to, and instances occurred where procurements were conducted beyond the authorized thresholds and outside established procurement controls.

In accordance with Executive Order 44-2025, procurement authority has been fully centralized under the County Purchasing Agent, who is solely authorized to conduct formal procurement activities on behalf of the County.

While the removal of delegated authority required operational adjustments within affected agencies particularly in terms of procurement timelines and coordination, it has ultimately strengthened the County's procurement framework. Centralization enhances compliance with applicable laws and policies, reinforces internal controls, and ensures consistency in procurement execution. It mitigates the risk of unauthorized or non-standard solicitations, improves transparency in vendor selection and contract awards, and promotes uniform documentation and oversight.

Additionally, centralization enables the County to better leverage its collective purchasing power, align procurements with strategic priorities, and ensure greater accountability across all agencies. Overall, this transition supports a more disciplined, transparent, and efficient procurement environment.

3. What role does Procurement play in the planning and execution of snow operations?
 - a. Specifically, were enough service providers in place?
 - b. What improvements can be made to ensure there are enough service providers in place during emergencies such as snow events?

OOP Response: The Office of Procurement (OOP) supports the Department of Public Works & Transportation (DPW&T) by procuring the goods and services necessary to support snow operations. This includes issuing solicitations, establishing contracts, issuing purchase orders, and securing vendors for critical materials and services such as road salt, abrasives, equipment rentals, emergency repairs, lodging, and snow removal support. OOP works in coordination with DPW&T before, during, and after the snow season to facilitate procurement actions based on operational requirements identified by the using agency.

OOP Response (a): To support snow removal operations, OOP issued three solicitations and, in addition to utilizing contracts established during the prior snow season, made awards that resulted in 17 separate contractors being available to provide multiple pieces of equipment for County snow response activities. OOP also executed emergency procurements for related support needs, including lodging and heavy-duty equipment.

Because OOP's role is limited to procurement and contracting support and does not include responsibility for operational or technical management of snow response activities, OOP is not in a position to determine whether the number of contracted snow service providers was sufficient to meet DPW&T's operational needs.

OOP Response (b): To help ensure that an adequate number of qualified service providers are in place for future snow events and other emergencies, OOP recommends that the procurement process begin earlier and that the scope of work and requirements be further refined to align with the County's anticipated operational needs. Earlier planning supports broader vendor outreach, greater competition, and improved vendor readiness with respect to staffing and equipment availability. More clearly defined requirements also improve the County's ability to

attract qualified contractors and help ensure that vendors fully understand the expected level of service and performance.

4. BB p.257 STRATEGIC FOCUS AND INITIATIVES FOR FY 2027 The office’s top priorities in FY 2027. Give a brief overview of:
 - a. Pending updates to the procurement code and regulations.
 - b. The new buying and invoicing software.

OOP Response (a): Effective January 23, 2026, CB-100-2025 provided enhancements to the County’s procurement code by introducing new terms, revising administrative procedures, award of contracts, prohibited types of contracts and updates concerning the centralization of procurement. OOP has provided comments and collaborated with the County Council on several bills introduced during the Spring Fiscal Year 2026 legislative session to include: CB-024-2026, CB-026-2026 and CB-028-2026. OOP has also introduced additional enhancements under Subtitle 10A - Purchasing.

OOP Response (b): The Buying and Invoicing module of the existing procurement system provides the County with a centralized, automated procure-to-pay process that improves efficiency, transparency, and compliance. It’s built in workflows and supplier integration helps reduce errors and ensure that staff follow established procurement policies. The system also generates detailed reporting, including real-time visibility into late or outstanding invoices, which has strengthened the fiscal responsibility of agencies by allowing them to monitor delays, address bottlenecks, and pay vendors more quickly. By improving oversight, accountability, and overall financial management, it supports a more reliable and efficient procurement environment for the County.

5. FR Q#12/BB p.258 – Provide the actual date of the transfer of the Association Director position to OCS.

Office Employee Assignments to Other Agencies							
Name	Title	Grade	Salary	Function	Assigned Agency	Date Assigned	Assignment likely to continue in FY 2027 (Y/N)
Takayo O'Bannon	Associate Director	G33	\$169,360	Associate Dir.	OCS	11/03/26	Y

Shift Cost: Compensation — Transfer an Associate Director position to the Office of Central Services

163,600

OOP Response: The official transfer date of the Associate Director position to OCS was November 3, 2025.

6. FR Q#26 - Please provide a brief overview of the transition of County procurement resources under OOP. Identify purpose, intended timeline, and resource needs to accommodate the transition (cost and facilities).

For FY 2027, the Office of Procurement (OOP) is working to transition County procurement resources under the Office of Procurement to strengthen coordination, promote consistent practices, and improve overall efficiency.

OOP Response: The Office of Procurement (OOP) is currently coordinating with the Office of Human Resources Management and the Office of Management and Budget and have identified County staff performing Procurement Officer and Contractual Services Officer duties across agencies. The purpose of this effort is to support the transition and centralization of procurement resources under OOP, consistent with the County’s broader goal of improving procurement governance, standardization, accountability, and compliance.

The timeline for the transition is under development and will be informed by the results of the staffing and organizational assessment, budget considerations, and implementation planning. Resource needs are also being evaluated and may include personnel realignment, workspace and facility accommodations, equipment, and system access. Any associated costs will be identified through the transition planning process in coordination with the appropriate County offices.

7. FRR Q.18: What is funded in the \$60,000 under “Other Office Automation”

a. Vehicle leases: What are these vehicles used for? Are they new or renewing leases?

OOP Response: The \$60,000 in funding is allocated for the annual operating license of the County’s Certification and Compliance System. This system serves as the repository for the directory of County-certified vendors, provides a vendor outreach module, and includes a contracts module that tracks supplier utilization and prompt payment performance.

OOP Response (a): Two of the vehicles are used by the Purchasing Agent and the Deputy Director in the performance of official duties representing the County. These include multiple speaking engagements, site visits, agency meetings, etc. The third vehicle is used by all OOP staff for compliance monitoring visits, construction site visits around the County, meeting with external customers, and other official duties.

This is not new lease vehicle authority. OOP currently has three vehicles that will be replaced in FY 2007 due to age and County Fleet policy.

b. Training: What is the additional training?

OOP Response: The additional funding training funding will support instruction for current and anticipated staff on SPEED, the County’s electronic procurement system and related modules. It will also support broader procurement training to strengthen staff capability, consistency, and compliance in the execution of procurement responsibilities.

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	

- a. Provide details on what the use of the contracts for Consulting services and B2G Now.

OOP Response: The B2G contractor provides the annual operating license of the County’s Certification and Compliance System. This system serves as the repository for the directory of County-certified vendors, provides a vendor outreach module, and includes a contracts module that tracks supplier utilization and prompt payment performance.

The requested funding for consulting services is intended to support the continued modernization and standardization of the County’s procurement operations. Specifically, consulting support will assist with optimizing the implementation and use of SPEED, the County’s electronic procurement system, including configuration of modules, workflow alignment, and reporting capabilities.

In addition, consultants will support the development and formalization of procurement policies, standard operating procedures, and standardized templates to ensure consistency, compliance, and efficiency across all agencies. This includes creating uniform solicitation documents, evaluation frameworks, and contract administration tools.

Consulting services will also support the design and implementation of an online procurement dashboard to enhance data visibility and decision-making. This dashboard will enable procurement forecasting, track agency-level procurement spend for County based businesses and Minority Business Enterprises.

Overall, the use of consulting services will accelerate the County’s ability to implement best practices, strengthen internal controls, improve transparency, and fully leverage technology to support a more strategic and data-driven procurement function.

- 8. FRR Q# 24: Please identify the quantity of each laptop/ipad purchased.

OOP Response: Three iPads were purchased for OOP leadership (Purchasing Agent and Director of OOP, Deputy Director of OOP, and Executive Director for Office of Accountability).

	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	

- 9. FR Q.25 IT Initiatives. Provide total project cost for #1, 2 & 6. Confirm that there is no funding proposed in FY 2027.

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

OOP Response: Initiatives 1, 2, and 6 are anticipated to be addressed through existing support provided by the Office of Information Technology. As a result, the Office of Procurement does not expect to incur additional budgetary costs associated with these initiatives.

Attachment A

