

AGENCY SUMMARY

OFFICE OF PROCUREMENT (OOP/Procurement)

Office of Procurement [Website](#)

Office of Procurement [FY 2025 Approved Budget](#)

Office of Central Services/Office of Procurement [FY 2025 Budget Review Report](#)

[Procurement FY 2026 Budget Review Report](#)

[Procurement FY 2026 Budget PowerPoint](#)

Leadership

Current: Alice Williams, Acting Director & Purchasing Agent

Arielle L. Douglas, Deputy Director

FY 2025: Pamela Ford Dickerson, Director & Purchasing Agent

Core Services

- Ensure procurement standards are met and conform with the County's regulations.
- Ensure that procurement professionals can directly collaborate with County staff throughout the entire procurement process.
- Support the development, economic growth, and retention of County-based businesses.
- Ensure facilitation of general procurement education for staff, agencies, and suppliers.
- Manage contract solicitations, procurements, and contract administration for agencies.
- Advocate for local, small, disadvantaged, minority, and veteran-owned businesses seeking to do business with the County

Organizational Structure

The Department is led by the Director, who also serves as the County's Purchasing Agent and has three (3) main divisions the Office of Administrative Services, the Office of Business Services, and the Office of Accountability.

FY 2025 Key Accomplishments

- Created a transparency portal for the agency showing all active contracts and forecasts.
- Streamlined the SPEED process to improve agency user experience from cradle to grave.
- Increased registration of vendors according to respective diverse classifications as articulated in CB-101-2022. <https://mypgc.diversitycompliance.com/?TN=mypgc>
- Digitized the [PGC Green Book](#) to help County-Based Small Businesses (CBSBs) and County-Based Minority Business Enterprises (CBMBEs) find procurement opportunities within the County Government.
- Digitized the prevailing wage and livable survey process.
- Developed and implemented policies and procedures that govern all aspect of the agency.

BACKGROUND

With [Executive Order Number 2-2024](#), the procurement function of the County is set to be separated from the Office of Central Services into its own agency called the Office of Procurement, starting in FY 2025. As such, the County Executive separated the FY 2025 Proposed Budget by the respective agencies, the Office of Central Services and the Office of Procurement.

Section 19. There shall be an Office of Procurement headed by a Director of the Office of Procurement who shall be the County's Purchasing Agent pursuant to [Charter Article VI](#). The Director of the Office of Procurement shall be responsible for the administration of County laws relating to procurement, supplier diversity, and administering such procurement-related services as may be required by law. These services shall include but need not be limited to: (1) Procurement; (2) Contract compliance; (3) Supplier Development and Diversity; (4) County Procurement Training and Certification; and (5) Purchasing Card Administration. Additional responsibilities related to the authority assigned by law for the procurement of goods and services for the County.

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FY 2025 Top Priorities

- Cultivate a centralized procurement environment for County staff, agencies and suppliers.
- Successfully launch and integrate enterprise resource planning software.
- Document standard processes, establish uniform document requirements and provide an expectation of processing times for the full life-cycle of procurement requests.
- Educate agencies about the County's supply schedule program.
- Monitor livable wage requirements for County-funded service contracts.
- Monitor prevailing wage requirements for County-funded construction projects.

Operating Budgetary Resources - Below are the resources allocated to OOP in its initial year, FY 2025.

