

Helping County departments
obtain the goods they need to
provide public services.



ISD Purchasing and Contract Services

Purchasing Material Management



Internal
Services
Department

SERVICES INCLUDE



Purchases over delegated authority

Assists departments in obtaining necessary goods and services with total purchase value over the department's delegated authority.



Purchasing agreements

Develops and administers long-term Countywide agreements for commonly used goods and services.



Purchasing training support

Provides training support for County Departmental staff in the Purchasing and Procurement process on a monthly basis to ensure staff have the most up to date information.

In compliance with State and County laws and Board policy, ISD's Purchasing and Materials Management helps County departments purchase the goods and services they need to provide services to the public. ISD develops various purchasing mechanisms including direct purchase orders and long-term Countywide agreements for commonly used goods. ISD staff also assists departments in the entire procurement process.

ISD Purchasing and Materials Management services include:

- Managing vendor relations including solicitation lists
- Evaluating bids and develops selection reports
- Awarding, renewing and extending purchase orders and agreements
- Negotiating discounted shipping rates and determines cost-effective shipping methods
- Benchmarking prices for specific items on request

PCS PURCHASING & MATERIALS MANAGEMENT BENEFITS

ENSURES ADHERENCE TO PURCHASING POLICY

ISD is charged with ensuring that all County departments understand and follow purchasing policies to provide a fair and productive process for both vendors and County departments.

PROCURES COST-EFFECTIVE GOODS AND SERVICES

Developing blanket agreements and negotiating most favorable rates, ISD can help departments maximize their budget by procuring quality goods and services at the best possible price.

MAXIMIZES ECONOMIES OF SCALE

Purchasing and Materials Management can help departments find better pricing through purchasing consortiums and cooperative purchasing agreements with other jurisdictions that help lower costs.

PROVIDES EXPERTISE IN PURCHASING

ISD Contracts staff brings decades of experience and knowledge of County purchasing requirements to help departments understand and utilize the appropriate procurement process.

FOR QUESTIONS REGARDING PURCHASING & MATERIALS MANAGEMENT | email GPLUMMER@ISD.LACOUNTY.GOV