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**2023 RES-341**

**AMENDING THE 2024 OPERATING BUDGET TO AUTHORIZE  
PURCHASING OFFICER FOR DCDHS**

Dane County Department of Human Services (DCDHS) Administration Division is responsible for oversight of the Department’s procurement policies and processes. Competitive procurements are used to contract with community-based service providers to deliver a wide range of essential services to the community, including social assistance programs, mental and behavioral health support, housing assistance, youth and senior programming, and more.

In the early 2000s, due to the volume of human services RFPs, Dane County Ordinances were amended to allow the DCDHS to procure its client services

While the *function* of procurement shifted to DCDHS, the *staffing* to fill this role did not follow. For the past 20 odd years, no dedicated staff person has been added to the Department to fulfill this function, thereby leaving this role filled by ad-hoc staffing depending on skills and background of current staff. In 2020, DCDHS hired a grants manager (P-9) who had some background in procurement and in the “all hands on deck” philosophy that dominated 2020, the grants manager began to fill this the Department’s procurement role. She has been filling it since, while also assisting DCDHS staff with grant applications and management, as time allows. This is not sustainable and has created an unfavorable situation in human services where there is one person attempting to fill two critical roles. Separating these roles is critical to allow each employee to focus on their respective responsibilities and thereby contribute to better execution of Dane County’s human services goals. The two roles are distinct functions that require specialized knowledge and expertise; a grants manager needs in-depth understanding of grant funding and program goals, where the procurement officer must have expertise in vendor management, contract negotiation, and optimizing cost. Expecting one individual to excel in both areas may lead to compromised outcomes, suboptimal decisions, inefficient resource allocation, and inadequate staffing for vacations and illnesses in either role. Dedicated professionals in each role will allow DCDHS to benefit from their specialized knowledge and will increase overall Department operational efficiency.

From 2020 to present, three additional changes have also affected procurement in the department: 1) In 2021, DCDHS also began to manage its “off-cycle” procurements for all divisions except Housing Access and Affordability, which has added considerable workload for the grants manager; 2) In 2022, DCDHS staff worked to align RFP procedures with both DOA and national best practices; this alignment has more clearly delineated the roles of the RFP procurement professional versus the contract & program managers. Ultimately the alignment puts the onus and time commitment more squarely on the shoulders of the purchasing contact—increasing the need for this role. 3) In 2023, DCDHS began handling the Housing Access and Affordability (HAA) Division’s off-cycle procurements, starting with the HAA ARPA Rapid-Rehousing RFP which is expected to exceed 1 million dollars in funds for our community.

The work staff have done improving RFP procedures is paying off and we want to continue innovating and improving in this area to achieve our mission, “Provide access to effective, innovative, and evidence-based services and resources that support wellbeing, opportunities to thrive, safety, and justice to persons of all backgrounds.” To achieve our mission for our most vulnerable populations, DCDHS needs at least one purchasing staff.

52 NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors does  
53 hereby support and authorize the creation of 1.0 FTE Purchasing Officer (P9) in the Department  
54 of Human Services Administration Division (ORG 6039) effective 04/01/2024 (PP 08) and make  
55 the following amendments to the operating budget:

56	Expenditure Account	Amount
57		
58	39000 20459 BLDG & GROUNDS REPAIRS & MAINT	<9,500>
59	39000 22646 TRAVEL EXPENSE	<5,525>
60	44346 35112 ADAPTIVE AIDS/SPECIALIZED SUPP	<15,025>
61	50000 22646 TRAVEL EXPENSE	<15,175>
62	60000 20459 BLDG & GROUNDS REPAIRS & MAINT	<15,025>
63	70000 22646 TRAVEL EXPENSE	<15,025>
64	95000 22646 TRAVEL EXPENSE	<15,025>
65	39000 10009 SALARY	61,000
66	39000 10099 RETIREMENT FUND	4,200
67	39000 10108 SOCIAL SECURITY	4,700
68	39000 10117 HEALTH	20,100
69	39000 10153 DENTAL	1,300
70	39000 10171 DISABILITY INSURANCE	200
71	39000 10250 SALARY SAVINGS	<1,200>
72	TOTAL	\$0