

PURCHASE ORDER REVIEW

(Contracts \$50,000 or less)

- Review Department's Micro Enterprise Utilization
 - Review 5% departmental goal.
 - If 5% departmental goal is met – no action required.
 - Keep in mind, even if your department previously met the required minimum 5% this may have changed during the fiscal year due to continued expenditures.
 - If 5% departmental goal is not met - DBD will review justification.
 - Notify Department Directors
 - DBD will report bi-annually to the BCC.

Micro Enterprise (ME) Usage Report Review Process

Phase	Process
Review	<ol style="list-style-type: none"> 1. Purchasing data extracted from ADPICS Mainframe on or about the 10th of each month. 2. The report contains the following: Commodity Code, Commodity Name, Purchase Order Number, Vendor Name, Certification Status, Purchase Order Amount, ME percentage (%) to total and justification for not awarding to ME 3. Staff will review the report of each issuing department's total purchases and the total percentage of awards to Micro Enterprises. 4. If the 5% requirement is met action is not required. <ul style="list-style-type: none"> --Keep in mind, even if your department previously met the required minimum 5% this may have changed during the fiscal year due to continued expenditures. 5. If the 5% requirement is not met, DBD will review the Department's Micro Enterprise Usage Report to verify ME availability. 6. If there are no certified ME firms, DBD action is not required. 7. If there are certified ME firms, the user department shall provide a justification for commodities where ME firms are certified but were not selected. 8. The department shall provide the following justification from the provided legend by the end of each month: <ul style="list-style-type: none"> --No Response from ME for that commodity code (s) --ME is 10% greater than a Non-ME --Sole Source --Bid Waiver --Other
Schedule	<ol style="list-style-type: none"> 9. Each month, extract and review purchasing data of preceding months for all departments starting in October of the current fiscal year.
Final Report	<ol style="list-style-type: none"> 10. Present summary reports to the BCC semi-annually.

SAMPLE



Department of Business Development Micro Enterprise (ME) Usage Report Post Date Between July 1, 2006 and September 30, 2006

BD BUSINESS DEVELOPMENT												
Div.	Purchase Order Id	Title	Type Ind *	Contract Id	Post Date	PO Amount	Vendor Name	Commodity Code	Busn Entrs	% of Total:	Micro E.**	Justification ***
02	POB00600049	WALL DECOR PRINTS	DP		07/19/06	642.97	SUCCESSORIES LLC	05272		15.61%	N	_____
02	POB00600053	OFFICE SUPPLIES	DP		07/19/06	57.52	J & E OFFICE SUPPLIES INC	615	MICRO/SBE	1.40%	N/A	_____
02	POB00600054	USER SOFTWARE	DP		07/26/06	2,170.30	DUN & BRADSTREET INC	92002		52.69%	Y	3
02	POB00600059	FACSIMILE EQUIPMENT	DP		09/15/06	1,016.96	DELL MARKETING L P	60064		24.69%	N	_____
02	POB00600069	OFFICE SUPPLIES	DP		09/28/06	231.00	J & E OFFICE SUPPLIES INC	87078	MICRO/SBE	5.61%	N/A	_____
Total PO\$:						4,118.75	Total % of Dept. PO\$:			100.00%		
							Micro Enterprise% of Dept. PO\$:			7.01%		

Total:

<p>Micro E.**</p> <p>Y – Based on the commodity, there is a Certified Micro Business, but was not the awardee.</p> <p>N – Based on the commodity, there is not a Certified Micro Business.</p> <p>N/A – A Certified Micro Business was the awardee.</p>	<p>Justification Legend***</p> <p>1. No Response from ME for that commodity code (c)</p> <p>2. ME is 10% greater than a Non-ME</p> <p>3. Sole Source</p> <p>4. Bid Waiver</p> <p>5 Other</p>
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