

OFFICE OF COURT ADMINISTRATION

FY19 PROCUREMENT PLAN



**Office of Court Administration
Fiscal Year 2019 Procurement Plan**

General Information

Agency Name: Office of Court Administration

Agency Number: 212

Procurement Director Contact Information

Name: Carol K. Harper, Deputy Chief Financial Officer

Phone Number: (512) 463-1631

E-mail Address: carol.harper@txcourts.gov

Purchasing Capacity Assessment

Dollar value of agency delegated purchases for FY18: \$534,987.87

Number of purchasing FTEs: 2

Automated purchasing tools used by the agency (if applicable): CAPPs Financials and TxSmartBuy.com.

Please attach the following:

- Copy of agency's purchasing and contract management procedures which include protest procedures developed by the agency.
- Credit card procedures regarding the issuance and security of payment cards and the use of those cards by the agency's employees.
- Attach or provide links to any SAO audits of purchasing/contract management functions for FY18-FY19, N/A
- Attach or provide links to any Comptroller post payment or procurement audits for FY18-FY19, N/A

Certified Procurement Professionals

Number of certified purchasing FTEs: 2

Number of certified contract management FTEs: 0

Number of certified contract developers FTEs: 2

Authorized Agency Purchasers

- **Name:** Vacant Position
- Title: Senior Procurement & HUB Specialist, Finance & Operations Division
- Role: Full-time purchaser
- Certification: Requires CTCD; CTCM Preferred as well

- **Name:** Serlester Boone, CTPM
- Title: Procurement & HUB Specialist, Finance & Operations Division
- Role: Full-time purchaser
- Certification No.: CTPM03301722 Issued: 04/01/2017 Expires: 04/01/2022

- **Name:** Paula Garner, CTPM, CTCM
- Title: Financial Analyst, Information Services Division
- Role: Full-time financial analyst; assists with procurements regularly
- Certification No.: CTPM10011752 Issued: 10/01/2017 Expires: 10/01/2022
- Certification No.: CTCM07011705 Issued: 07/01/2017 Expires: 07/01/2022

- **Name:** Celeste Diaz-Rodriguez, CTP
- Title: Accounts Receivable Accountant, Finance & Operations Division
- Role: Full-time accountant; assists with procurements as needed
- Certification No.: CTP0911141 Issued: 10/01/2014 Expires: 10/01/2019

- **Name:** Carol K. Harper
- Title: Deputy Chief Financial Officer, Finance & Operations Division
- Role: Full-time manager of Accounting, Purchasing, Payroll, Property & Operations; assists with procurements as needed
- Certification: None

Additional Staff Certified as Contract Managers

- **Name:** Susan Chamberlain, CTCM
- Title: Deputy Director of Information Services, Information Services Division
- Certification No.: CTCM10011742 Issued: 10/01/2017 Expires: 10/01/2022

- **Name:** Melanie Adrian, CTCM
- Title: Project Manager, Information Services Division
- Certification No.: CTCM013014A Issued: 02/01/2017 Expires: 02/01/2022

Training Projections for the Fiscal Year

Number of seats needed for CTCD certification courses for FY19: 1-2

Number of seats needed for CTCM certification courses for FY19: 2-3

Delegated Purchasing Assessment

Please list the names of personnel with delegated signature authority for proprietary justifications:

- David Slayton (or designee), Administrative Director

Please complete the table below with the requested information on your agency's five delegated purchases anticipated to have the highest expenditure for commodities or services (excluding professional services) not available on an existing contract through CPA or DIR for FY19.

Delegated Purchase	Anticipated Value for FY2019	FY2018 Value for Similar Purchase:	Name of current vendor:	Has the agency looked for the item on CPA or DIR contract?
talentLMS.com	\$6,900.00	\$7,736.00	Epignosis LLC	Yes
BoardBookIt.com	\$11,190.00	\$11,190.00	BoardBookIt.com	Yes
Legal Publication Subscription	\$12,398.64	\$11,587.56	West Publishing	Yes
Forensic Science Statistical Development	\$25,000.00	\$25,000.00	Texas A&M University	Yes
Examination Rating Services	\$32,000.00	\$19,900.00	Professional Language Consultants	Yes
eFiling Services	\$19,600,824.00	\$18,040,513.11	Tyler Technologies	Yes