

# Administrative Services

## Purpose

The Department of Administrative Services (DAS) manages most of the internal services functions required by the county. The department consists of three divisions that are responsible for providing: procurement and contracting services; facility and real property management; risk management; and fleet services for all departments under the Pinellas County Board of County Commissioners (BCC), select appointing authorities, and select constitutional officers. More specifically, Administrative Services partners with internal customers to provide services pertaining to legal and ethical procurement, centralized real property services, centralized facility operations and maintenance, fleet asset management and fuel operations, and the mitigation of financial loss through a centralized risk management and safety program that also includes administrating the County's Self-Insured General Liability and Worker's Compensation Program.

For additional information please visit  
<http://www.pinellascounty.org/adminservices/default.htm>

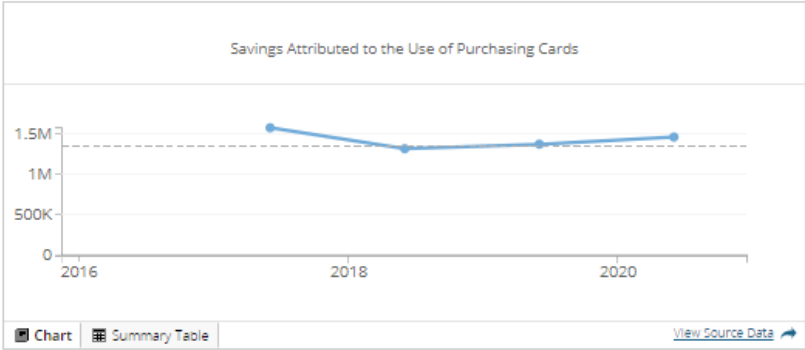
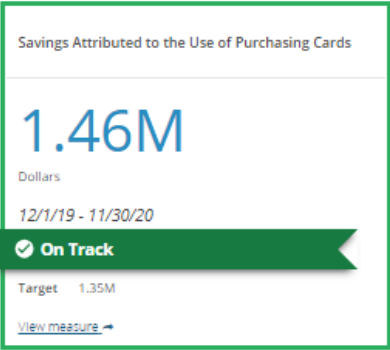




# Performance Summary

## Procurement Program

The Procurement Budget Program supports the centralized purchasing function for the Pinellas County Board of County Commissioners (BCC) and select constitutional officers. The program is defined by County Code 2-156 through 2-195 and selected sections of 2-62.



## Purchasing Performance and BuySpeed

In an effort to efficiently offer purchasing services, the Purchasing and Risk Management Division has acquired a license for BuySpeed's procurement software. It will support data and performance tracking, allow multiple user views of workflow, and provide automated electronic receipts and data.

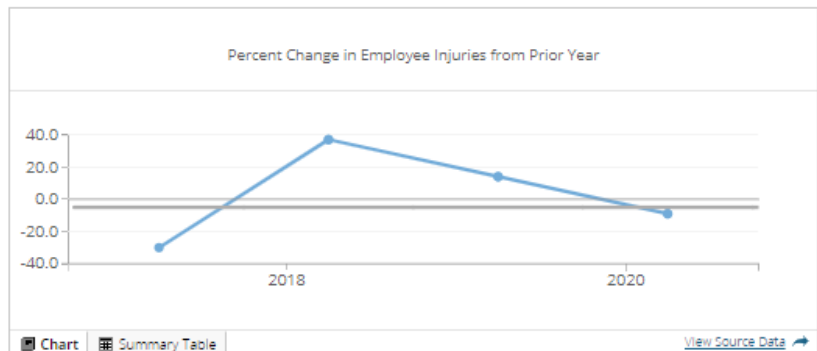


The Purchasing and Risk Management Division intends to track the following performance data following the implementation of BuySpeed in the Summer of 2021. These measures will help the division better understand opportunities for efficiencies and improve customer service.

- Cycle Time for Procurements by Type
- Contract Workload by Agent
- Cycle time for posting opportunities
- Cycle Time for Contract Approvals
- Number of Approval Handoffs for Contracts
- Number of Bids Received by Procurement Type

## Protecting County Employees, Citizens, and Assets Programs

The Protecting County Employees, Citizens, and Assets Budget Program provides for managing County risk of loss due to various types of losses, including worker injuries, third party liability losses from citizens and others, property losses, and environmental losses.



Percent of Vendors in Compliance with Assigned Insurance Requirements

# 78

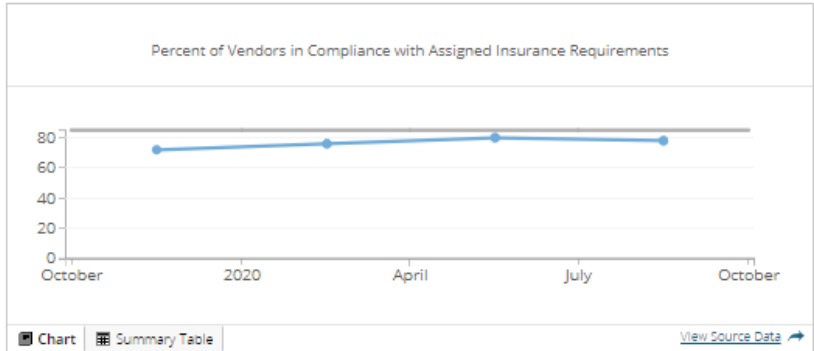
Percent

7/1/20 - 9/30/20

**Near Target**

Target 85 Q4 Sep 2020

[View measure](#)



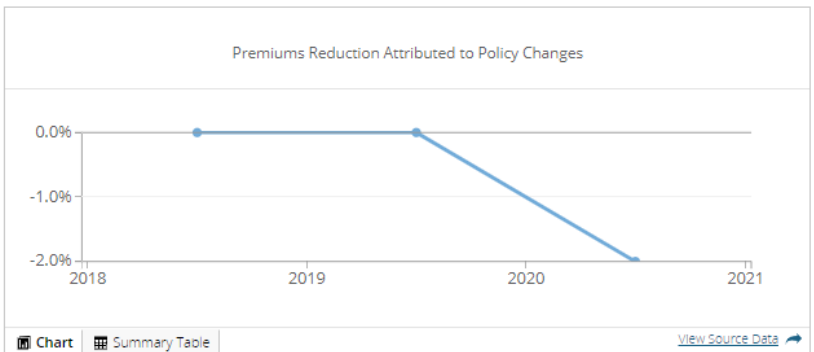
Premiums Reduction Attributed to Policy Changes

# -2.0%

1/1/20 - 12/31/20

**Measuring**

[View measure](#)



Train 100% of Employees in OSHA Requirements

# 98

Percent Complete

3/1/21 - 3/31/21

**On Track**

Target 100 September 2021

[View measure](#)

Establish Third Party Administration (TPA) for Workers Compensation

# 75

Percent Complete

3/1/21 - 3/31/21

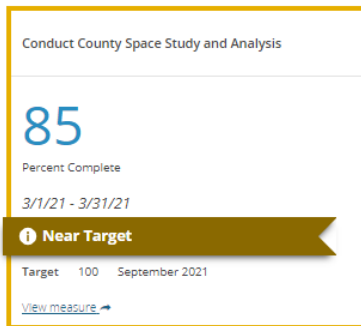
**Near Target**

Target 100 August 2021

[View measure](#)

# Property Acquisition, Management, and Surplus Program

The Property Acquisition, Management, and Surplus Budget Program provides for the acquisition, design, construction, remodeling, allocation, and disposition of County owned real property and for the transfer and disposal of surplus County-owned personal property.



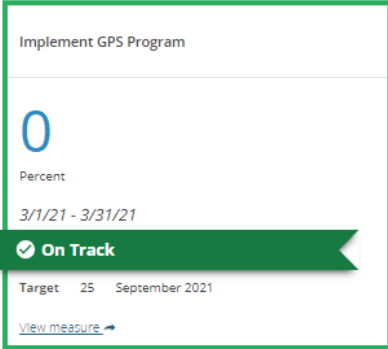
# Fleet Asset Management Program

The Fleet Asset Management Budget Program provides for the acquisition, deployment, maintenance, repair, and disposal of County-owned vehicles, heavy equipment and stationary engines.

The Fleet Division is overseeing the installation of GPS devices on all Pinellas County Fleet vehicles in 2021. Heavy equipment and trailers will receive devices in 2022 and watercraft, generators, and heavy pumps will receive devices in 2023. The new devices will provide useful data for asset care, driver behavior, and various performance measures. Fleet will also ensure all maintenance and software remains current under the centralized GPS contract.

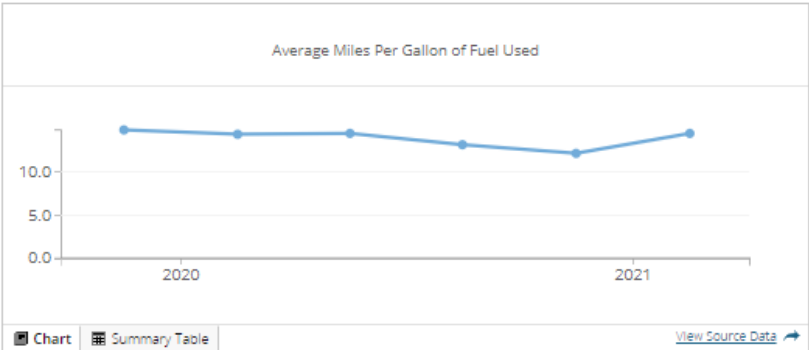
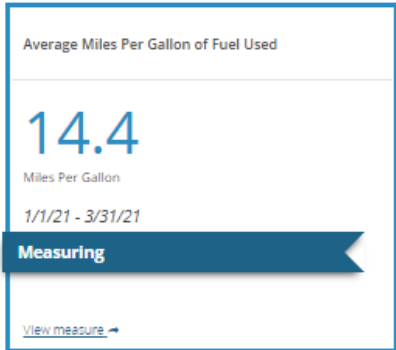






## Fleet Fuel Management Program

The Fleet Fuel Management Budget Program provides funding and support for fuel, regulatory compliance, and maintenance to 17 fuel sites located throughout the County.



Conduct a Fleet Fuel Site Study

Ended

**100**

Percent Complete

1/1/21 - 1/31/21

**✔ Initiative Completed**

Target 100 January 2021

[View measure](#)

Conduct a Fleet Operations Review

Ended

**100**

Percent Complete

1/1/21 - 1/31/21

**✔ Initiative Completed**

Target 100 February 2021

[View measure](#)

Implement Automated Fuel System Conversion

Ended

**100**

Percent Complete

8/1/20 - 8/31/20

**✔ Initiative Completed**

Target 100 August 2020

[View measure](#)