



THE GEORGIA DEPARTMENT OF PUBLIC HEALTH

FACT SHEET

PROCUREMENT AND CONTRACT SERVICES

Division of Operations

Procurement And Contract Services Section

Mission:

The mission of the Georgia Department of Public Health (DPH), Division of Operations, Office of Procurement and Contract Services (OPCS) is to provide efficient and effective procurement and contract services while promoting increased economy in support of all DPH programs, initiatives, and internal operational units.

Background:

Upon the transition of the Division of Public Health, Georgia Department of Community Health to full agency status as the Georgia Department of Public Health on July 1, 2011, the agency's Contracts, Procurement and Purchasing sections were re-organized under the Division of Operations as the Office of Procurement and Contract Services (OPCS).

Overview:

The Office of Procurement and Contract Services (OPCS) is tasked with the responsibility of providing administrative support in the areas of purchasing, procurement, contracts development and management.

Operational staff within the Office of Procurement and Contract Services includes the following:

- Purchasing Section
- **Procurement Services Section**
- **Contract Services Section**

All purchasing, procurement and contract services related activities and assigned duties conducted by OPCS on behalf of DPH, are compliant with applicable state, federal, and agency regulations. OPCS complies with all Georgia Department of Administrative Services State Purchasing regulations as published in the Georgia Procurement Manual. The Contract Services Section works closely the DPH General Counsel Division to ensure all DPH contracts are legally sound.

Accomplishment:

In FY2011, the Purchasing section processed 2466 purchase orders, the Procurement Services Section processed 39 solicitations, and the Contracts Services Section processed 457 contracts and amendments. Based on activity through November, 2012, the Office of Procurement and Contract Services is projecting a 9% increase in purchase orders issued, a 16% increase in line items processed, solicitations awarded are on pace to meet or exceed FY2011 numbers, and executed contracts are expected to more than double by the end of FY2012.