Our Community
Our Commitment
ORANGE COUNTY, CALIFORNIA

County Procurement Office

County Purchasing Agent
R. Vienna

Secretary II

Purchasing Council/ DPA's

Purchasing Operations
M. Gipson, Mgr.

Staff Assistant

Supervisor
R. Marshall

Regional Cooperative Contracts

Responsibilities
Issuance of Cooperative Purchasing Agreements for:
- HR Temp-Help Services
- IT Temp-Help Services
- Professional Services
- Emergency Preparedness Contracts
- Commodities

CEO Purchasing Support

Responsibilities
Support the following CEO Units:
- Administration
- Public Finance
- Procurement Office
- Budget
- Risk Management
- Legislative Affairs
- Children & Families Com.

Policy Admin & Asset Mgmt
M. Pirona, Mgr.

Staff Assistant

Purchasing Compliance Reviews
Internal policy & procedural reviews – all agencies/depts.

Surplus Program
- Surplus Administration
- eWaste/Donation Program
- Facilities Manager
- EOC Coordinator

Administration
- Vendor Outreach
- Procurement Appeals Hearings
- Cal-Card Program Admin
- Pub Records Act Request
- DPA Records Mgmt

Strategic Programs
- Special Projects
- Policy Consulting
- Green/Sustainability
- Internship Program
- CAPS+ Policy
- DPA Training
- Policy Training
- Chair Best Practices Mtg
- ASR Review
- E-Surplus
- Business Plan
- Procurement Newsletter

Procurement Systems Support

Staff Assistant

CAPS Support
- CAPS Purchasing Support
- Local Security Administrator
- Security Profile Administrator
- Website Administration
- OLB System Support

CAPS+ Procurement Team

Responsibilities
- Perform acceptance testing on Caps Upgrade Systems
- Develop Operational Procedures Manual
- Reengineer Procurement business processes