



Business & Procurement Office

Board Presentation

July 29, 2024

SEE THE IMPACT



Business & Procurement

Leadership Group

over **74 years** of experience



**Dr. Jesus Amezcua, MPAcc, MBA,
MIL, CPA, RTSBA, CPFIM
Assistant Superintendent
for Business Support Services**

**Marcia Leiva, MBA
Chief Accounting Officer**



**Edna Johnson, EdD
Procurement Director**

About Us:

GOAL #1

- **Impact education by responding to the evolving needs of Harris County**

GOAL #2

- **Deliver value to Harris County by utilizing resources in an ethical, transparent and fiscally responsible manner**

GOAL #3

- **Provide cost savings to school districts by leveraging tax dollars**

Business & Procurement

Who We Are: Formal Your WOW Rocking Finance Staff



Avg tenure Business Services = 6.9 years

About Us:

Mission & Focus:

**To exceed client expectations
by maximizing fiscal resources
and providing quality support
services**

Business Services

Accounting:

Julia Watts – Senior Accountant
Anai Rodriguez – Senior Accountant
Lynette Adams – Accountant II
Stacey Kemper – Accountant II
Liseth Gonzalez – Staff Accountant

Payroll:

Kimberly Condit – Accounting Manager
Deanna Garcia – Payroll Specialist Lead
Katina Washington – Payroll Specialist
Priscilla Hines – TRS Specialist

Accounts Payable:

Brandy Bullock – Senior Accounts Payable Specialist
Ana Munoz – Accounts Payable Specialist
Desirae De Leon – Accounts Payable Specialist

Accounts Receivable:

Michelle Gomez – Accounts Receivable Specialist

Admin:

Brenda Del Valle – Executive Assistant
Grecia Medrano – Business Clerk
Jorge Garza – Project Workflow Specialist

About Us:

The Business Services Division houses Payroll, Accounts Payable, Accounts Receivable, and Accounting.

18 Staff Members



Procurement Services

Who We Are

Yaritza Román, RTSBA
Procurement Manager

Tameisha Davenport
Contracts Manager

Inga Ash, RTSBA
Procurement Coordinator

Deisy Rubio, RTSBA
Buyer

Charisma Tolbert, CTSBO
Procurement Specialist

Lili Maldonado, CTSBO
Procurement Cards Specialist

Emmanuel Mensah
Contracts Specialist

About Us:

Procurement Services is responsible for converting requisitions and printing purchase orders; creating CSP, RFP, RFQ, and RFI documents; negotiating and processing HCDE contracts; managing the P Card program; and training HCDE staff to ensure compliance with local policies, state laws, and federal regulations which govern public procurement.

Additionally, annual audits of the internal controls of Procurement Services and Choice Partners resulted in no findings.

We are P3GGGGAANTT – Who else??

Data Highlights (Most Awarded District in Harris County)

[I'm Good \(Blue\) \(youtube.com\)](https://www.youtube.com/watch?v=I'm Good (Blue))

	Transparency Star - Traditional Finances	Transparency Star - Contracts & Procurement	Transparency Star - Debt Obligations	Tasbo - Award of Merit for Purchasing	Tasbo - Award of Excellence in Financial Management	ASBO - Certificate of Excellence in Financial	ASBO - Meritorious Budget Award	GFOA - COA Award	GFOA Budget Award	GFOA - PAFR Award	GTOA - Investment Certification
Harris County Department of Education →	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Aldine ISD				☑		☑		☑			
Alief ISD	☑		☑	☑		☑	☑	☑			
Clear Creek ISD				☑		☑		☑			
Cypress Fairbanks ISD				☑	☑	☑		☑			
Galena Park ISD	☑			☑		☑	☑	☑			
Goose Creek ISD				☑		☑		☑			
Humble ISD	☑		☑			☑		☑			
Katy ISD	☑		☑	☑	☑	☑		☑			
Klein ISD						☑	☑	☑			
La Porte ISD	☑		☑	☑		☑		☑			
New Caney ISD	☑		☑	☑	☑						
Pasadena ISD	☑			☑		☑	☑	☑		☑	
Pearland ISD	☑		☑	☑		☑	☑	☑		☑	
Spring ISD	☑			☑	☑	☑		☑		☑	
Tomball ISD				☑		☑		☑			

Procurement Services

23
Formal
Solicitations



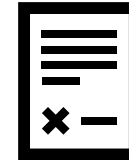
808
Contracts



1977
Purchase
Orders



285
Vendor
Packets



413
Agenda
Items



Procurement processes comply with Federal regulations, State laws, and local HCDE policies.

Procurement Services

Contracts Reviewed and Managed by Division

Division	Number	Percentage
Administration	5	1%
Adult Education	42	5%
Business Services	31	4%
CASE	254	31%
Center for Educator Success	27	3%
Center for Safe and Secure Schools	31	4%
Choice Partners	7	1%
Facilities	46	6%
Head Start	122	15%
Human Resources	10	1%
Procurement Services	8	1%
Records Management	5	1%
Special Schools	133	16%
Technology Services	16	2%
Therapy Services	71	9%
Total	808	

Procurement Services

Purchase Orders by Division

Division	Number of POs	Percentage of POs	Amount of POs	Percentage of Amount
Adult Education	68	3%	\$ 1,244,965.33	4%
Board of Trustees	1	0%	\$ 4,450.00	0%
Business Support Services	62	3%	\$ 381,142.56	1%
CASE	575	29%	\$ 5,594,072.56	17%
Center for Educator Success	32	2%	\$ 300,486.37	1%
Center for Grants Development	11	1%	\$ 16,807.96	0%
Center for Safe and Secure Schools	23	1%	\$ 170,636.10	1%
Chief Communications Officer	1	0%	\$ 5,000.00	0%
Chief of Staff	1	0%	\$ 1,274.00	0%
Choice Partners Cooperative	31	2%	\$ 524,312.45	2%
Client Engagement	4	0%	\$ 5,791.30	0%
Communication	12	1%	\$ 26,443.15	0%
Construction Services	44	2%	\$ 3,494,673.34	11%
Department-Wide	45	2%	\$ 2,516,732.62	8%
Education and Enrichment	2	0%	\$ 1,823.36	0%
Education Foundation	3	0%	\$ 602,385.56	2%
Facilities Support Services	118	6%	\$ 1,999,174.89	6%
Head Start	571	29%	\$ 12,596,024.34	38%
Human Resources	28	1%	\$ 115,450.54	0%
Operations	36	2%	\$ 486,176.57	1%
Procurement Services	43	2%	\$ 63,648.88	0%
Records Management Services	28	1%	\$ 279,891.78	1%
Research & Evaluation Institute	13	1%	\$ 34,760.47	0%
School Based Therapy Services	9	0%	\$ 82,442.54	0%
Schools - ABS East	23	1%	\$ 378,280.25	1%
Schools - ABS West	29	1%	\$ 311,013.95	1%
Schools - Fortis Academy	21	1%	\$ 161,352.94	0%
Schools - Highpoint East School	23	1%	\$ 308,479.23	1%
Special Schools	21	1%	\$ 128,886.38	0%
Superintendent's Office	1	0%	\$ 982.78	0%
Technology Support Services	98	5%	\$ 1,352,253.16	4%
Total	1977		\$ 33,189,815	

Procurement Services

Purchase Orders Processing

Fiscal Year	Total	Amount
2018-19	2,531	\$21.0 Million
2019-20	1,966	\$20.4 Million
2020-21	2,180	\$20.4 Million
2021-22	1,640	\$31.2 Million
2022-23	1,977	\$33.2 Million

Procurement Services

Procurement Card Transactions per Fiscal Year

Fiscal Year	Number of Transactions	Total Dollar Amount	Average Amount per Transaction
2018-19	7,354	\$1.3 Million	\$176
2019-20	6,066	\$1.1 Million	\$180
2020-21	6,478	\$1.1 Million	\$170
2021-22	8,394	\$1.4 Million	\$167
2022-23	8,944	\$1.9 Million	\$214

Procurement Services

Procurement Card Distribution by Division

Division	Cards
Administration	2
Adult Education	2
Board of Trustees (Assistant)	1
Business Services	1
CASE	2
Center for Educator Success	9
Center for Grants Development	1
Center for Safe and Secure Schools	2
Chief of Staff	1
Choice Partners Cooperative	11
Client Engagement	3
Communications	2

Division	Cards
Education and Enrichment	2
Education Foundation	1
Facilities Support Services	17
Head Start	5
Human Resources	3
Records Management Services	2
Research & Evaluation Institute	2
School Based Therapy Services	3
Special Schools	8
Superintendent's Office	2
Technology Support Services	3
Total	85

Procurement Services

Trainings and Presentations



Business and Procurement at the
Annual Financial Operating Guidelines (FOG)Training



Dr. Jesus Amezcua and Dr. Edna Johnson presented
“Avoid Construction Pitfalls when Using Public Funds” during the
National Procurement Institute (NPI) Annual Conference in
San Diego, CA

Procurement Services

Community Outreach



Edna Johnson and Deisy Rubio attended Asian Chamber of Commerce event.



Edna Johnson and Inga Ash attended LGBT Chamber of Commerce event.

Procurement Services

Community Outreach

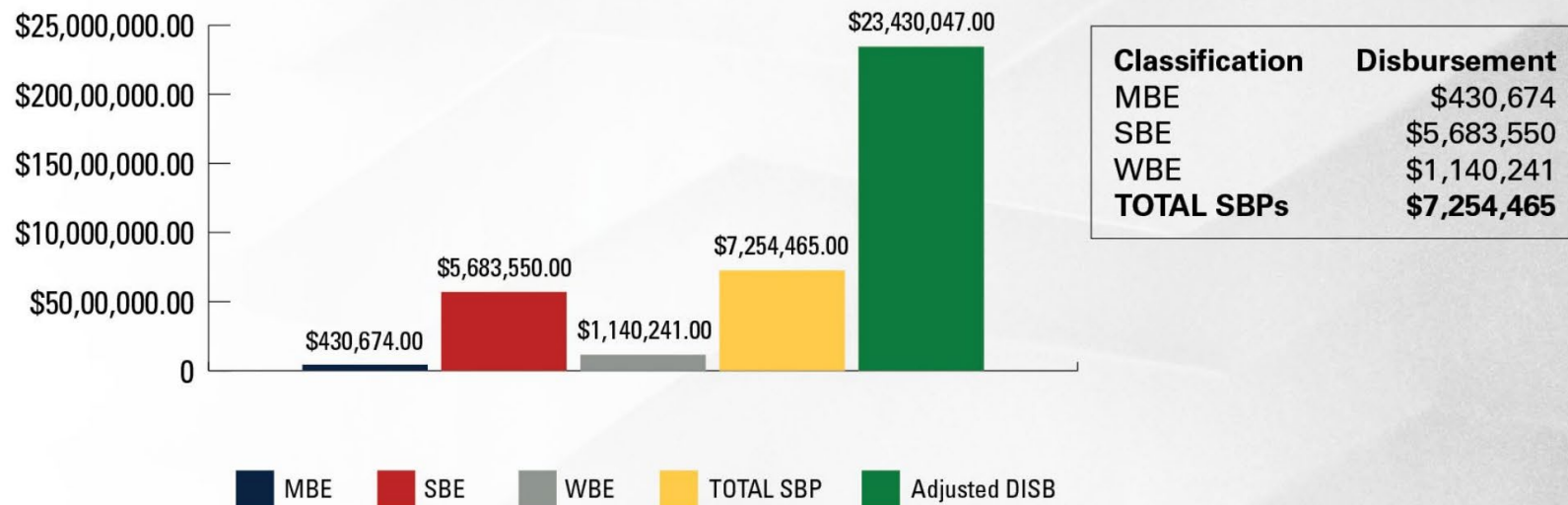
Procurement Services and Client Engagement attended the Greater Houston Women's Chamber of Commerce event. And Procurement Services attended the Hearst RISE event to engage small businesses interested in doing business with HCDE.



Procurement Services

Small Business Program

Summary of MBEs, SBEs and WBEs for FY2023



Procurement Services

Small Business Program

SURVEY DATA

To learn more about the racial and ethnic make-up of the vendors that comprise the SBP, it was determined that a survey would be created and sent to the 48 SBP vendors who identified as MBE. The survey was created using the Qualtrics program and submitted to each vendor via electronic mail. The survey was created purposely short, with only four questions (see Appendix) to optimize responses.

Self-Reported MBE Status

Of the 48 SBP vendors who were sent the survey, 2 error messages were returned indicating the email address was incorrect or has changed. So, in the end, only 46 MBE vendors received the survey, 30 responded. This is a response rate of approximately 65%, a good response rate and representation according to research (Wu, Zhao & Fils-Aime, 2022).

Of the 30 respondents, 24 (80%) indicated they were an MBE in 2023 and 6 (20%) indicated they were NOT an MBE in 2023. None of the respondents answered unsure as to their MBE status for 2023.

MBE throughout 2023		
Response	Count	Percent
Yes	24	80%
No	6	20%
Unsure	0	0%
Total	30	100%

Racial and Ethnic Make up of MBE Vendors

Of the 24 responses that indicated they were an MBE during FY 2023, their ethnic and racial breakdown is below. African American-only vendors make up the largest group at 75%.

Race and Ethnicity of MBE Vendors		
Response	Count	Percent
African American	18	75%
Asian Subcontinental American	1	4%
Hispanic American	2	8%
Native American Descent	0	0%
Multiracial	3	13%
Other	0	0%
Total	24	100%

Procurement Services

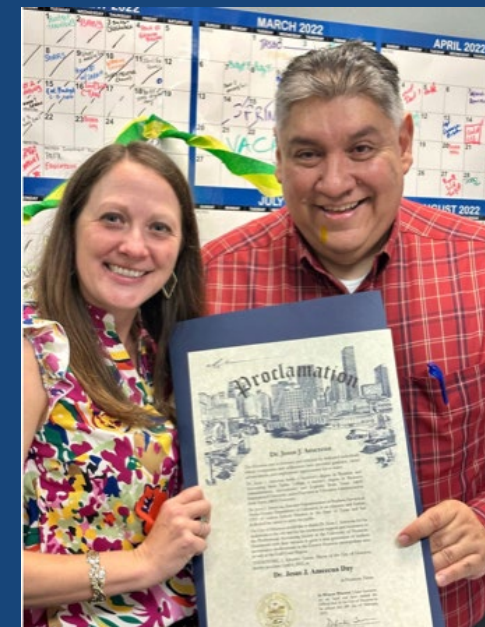
Internal Procurement Annual Supplier Showcase (iPASS)



i

[iPASS 2023 Video](#)

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Continued Division Support



Customer
Service
Highlights

Business & Procurement

Internal Business Processes Highlights

**2023 TASBO
Excellence in
Business and
Procurement**



Business & Procurement

(1) Financial Performance Ratios

Ratios	Calculation	Benchmark	Most Current - FY 23
1.Repayment Analysis			
Debt Payment/Income Ratio	Debt Payment/Income	< 25%	6%
2.Liquidity Analysis			
Current Ratio	Assets/Liabilities	> 1	3.22
3.Solvency Analysis			
Debt/Asset Ratio	Liabilities/Assets	Between 35% and %50%	31%
4.Profitability Analysis			

Business & Procurement

(1) Financial Performance Ratios

Ratios	Calculation	Benchmark	Most Current - FY 23
5.Financial Capability Analysis			
Bonded Debt per Capita	Long-term general obligation debt to taxpayers. (includes pension)	Betw \$10.00 & \$35	\$ 13.35
Property Taxes per Capita	Amount of tax burden to taxpayer.	Betw \$5.32 & \$10.82	\$ 5.40
Debt Service Load	Amount of annual budget used to pay off long-term debt.	Betw 5% to 10%	4%
6.Financial Position Analysis			
Unassigned Fund Balance	% of annual revenue	Between 15% & 30%	17%
7.Financial Efficiency Analysis			
Gross Revenue > Operating Expenditures	General Fund Results	Between \$800K & \$1.5M	\$ (220,503)

Projected use of Fund Balance for the FY 22-23

2023 Population 4,780,913

Business & Procurement

Operating Measures

Fiscal Year	Number of Employees	Total Amount
2017-18	1,212	\$42.4 Million
2018-19	1,198	\$44.1 Million
2019-20	1,198	\$45.3 Million
2020-21	1,129	\$48.9 Million
2021-22	1,207	\$46.7 Million
2022-23	978	\$48.5 Million

PR processed 1,207 IRS-W2 forms totaling \$48.5M of taxable wages.

Fiscal Year	Number of transaction	Total Amount
2017-18	10,623	\$ 17,073,433
2018-19	9,469	\$ 18,521,157
2019-20	7,502	\$ 14,485,066
2020-21	8,763	\$ 19,255,977
2021-22	8,871	\$ 38,007,975
2022-23	5,477	\$ 49,813,824

AP processed 142 IRS-1099NEC forms totaling \$6.2M

and 3 IRS-1099 MISC totaling \$685,168

(1) Financial Performance Ratios

Business & Procurement

Operating Measures

Fiscal Year	Amount Billed	Amount Received
2017-18	\$ 24,206,309	\$ 25,052,511
2018-19	\$ 29,000,852	\$ 20,000,299
2019-20	\$ 26,878,514	\$ 26,247,886
2020-21	\$ 30,295,092	\$ 26,556,728
2021-22	\$ 26,045,659	\$ 27,402,148
2022-23	\$ 30,887,760	\$ 29,964,452

AR processes invoices for all the divisions and grant departments.

Fiscal Year	Adopted Budget Estimated Revenues All Funds	Adopted Appropriations All Funds
2017-18	\$ 99,850,987	\$ 114,521,059
2018-19	\$ 102,910,372	\$ 117,335,372
2019-20	\$ 112,907,418	\$ 128,418,154
2020-21	\$ 162,402,208	\$ 174,490,972
2021-22	\$ 124,117,737	\$ 154,234,536
2022-23	\$ 126,784,465	\$ 173,474,436

Diff: Due to Capital Projects fund Expenditures

There were over 930 budget amendment/transfers processed.

(1) Financial Performance Ratios

Business & Procurement

Operating Measures

Fiscal Year	Number of Special Revenue Grants	Total Grant Expenditures
2017-18	20	\$ 30,703,257
2018-19	22	\$ 29,774,438
2019-20	24	\$ 29,331,233
2020-21	24	\$ 26,299,119
2021-22	27	\$ 26,933,604
2022-23	34	\$ 40,351,542

Fiscal Year	Staff Development	Fees for Services In County	Fees for Services Out County
2017-18	\$ 340	\$ 2,623	\$ 1,628
2018-19	\$ -	\$ 1,030	\$ 54,068
2019-20	\$ -	\$ -	\$ 245,754
2020-21	\$ -	\$ 8,438	\$ 124,283
2021-22	\$ 1,000	\$ 17,900	\$ 75,000
2022-23	\$ 280	\$ 2,000	\$ 160,833

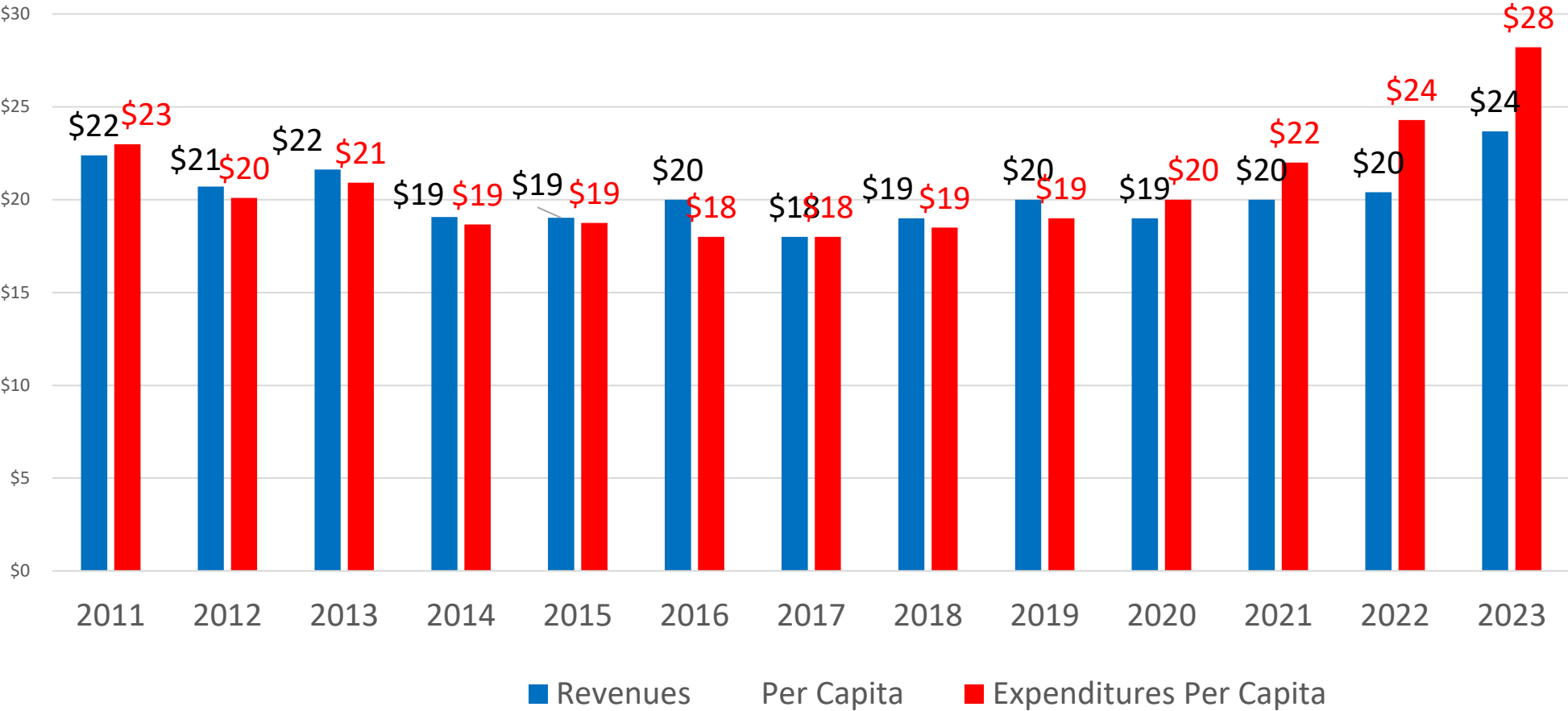
Processed over 2,904 journal entries
totaling \$688M

Services provided to Tejano
Center, Stafford MSD and Amigos
Por Vida

(1) Financial Performance Ratios

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Revenue/ Expenditure Per Capita



2022 Population 4,728,090
2023 Population 4,780,913

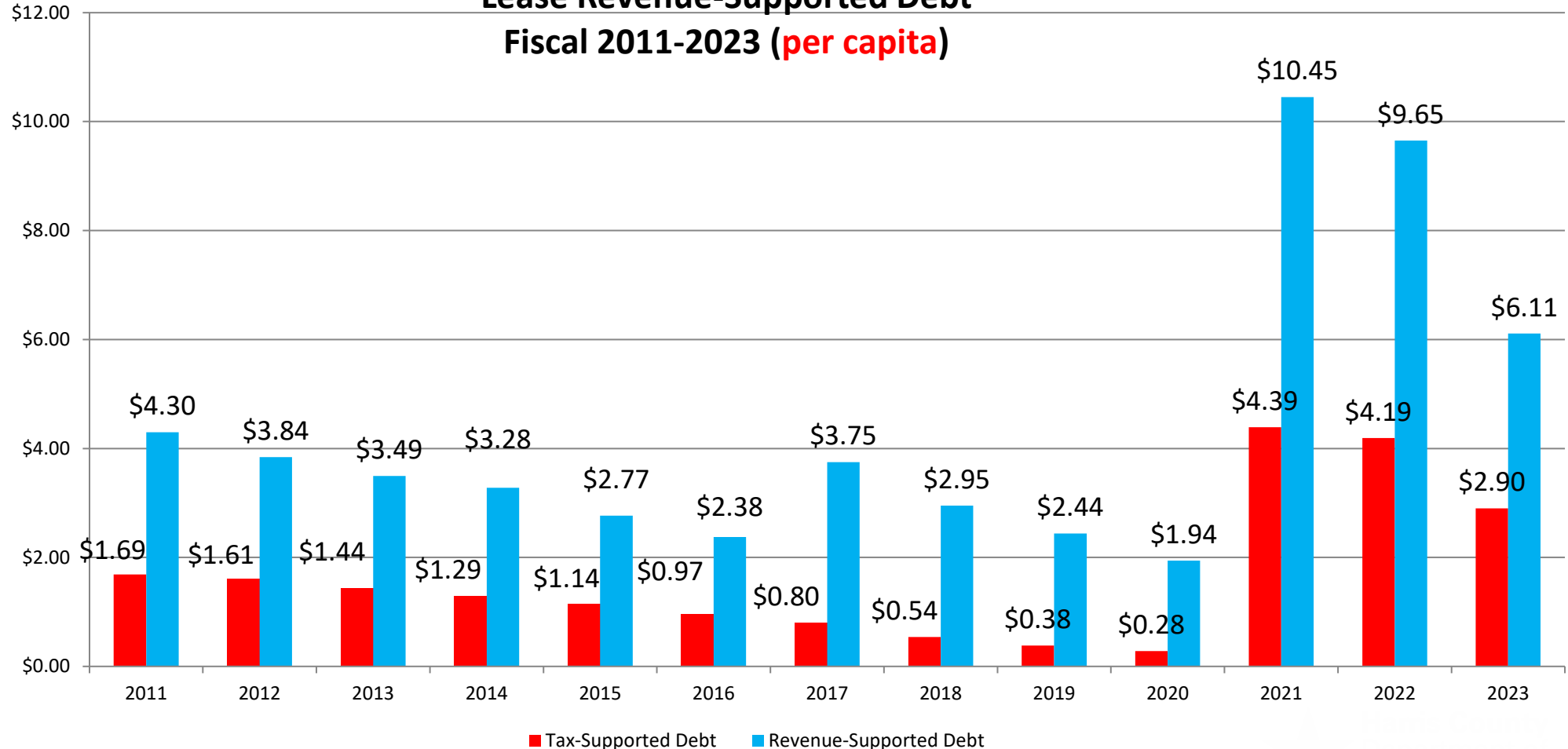
(1) Financial Performance Ratios

Business & Procurement

Debt Per Capita



HCDE: Tax-Supported and
Lease Revenue-Supported Debt
Fiscal 2011-2023 (per capita)



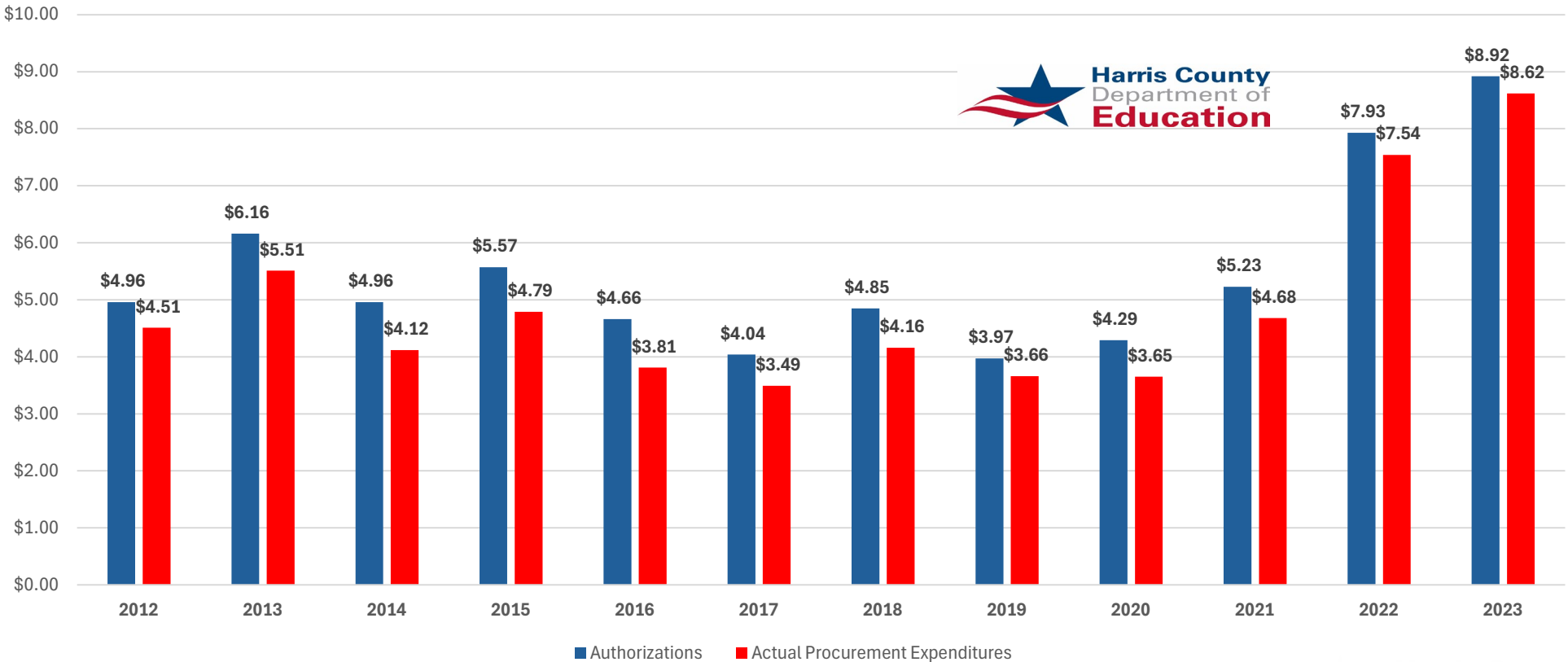
2023 Population 4,780,913

(1) Financial Performance Ratios

Business & Procurement

Purchases Per Capita

HCDE: Authorizations versus Actual Procurement Expenditures,
Fiscal Years Ending 8-31-2011- 8 31-2023
(PER CAPITA)



2023 Population 4,780,913

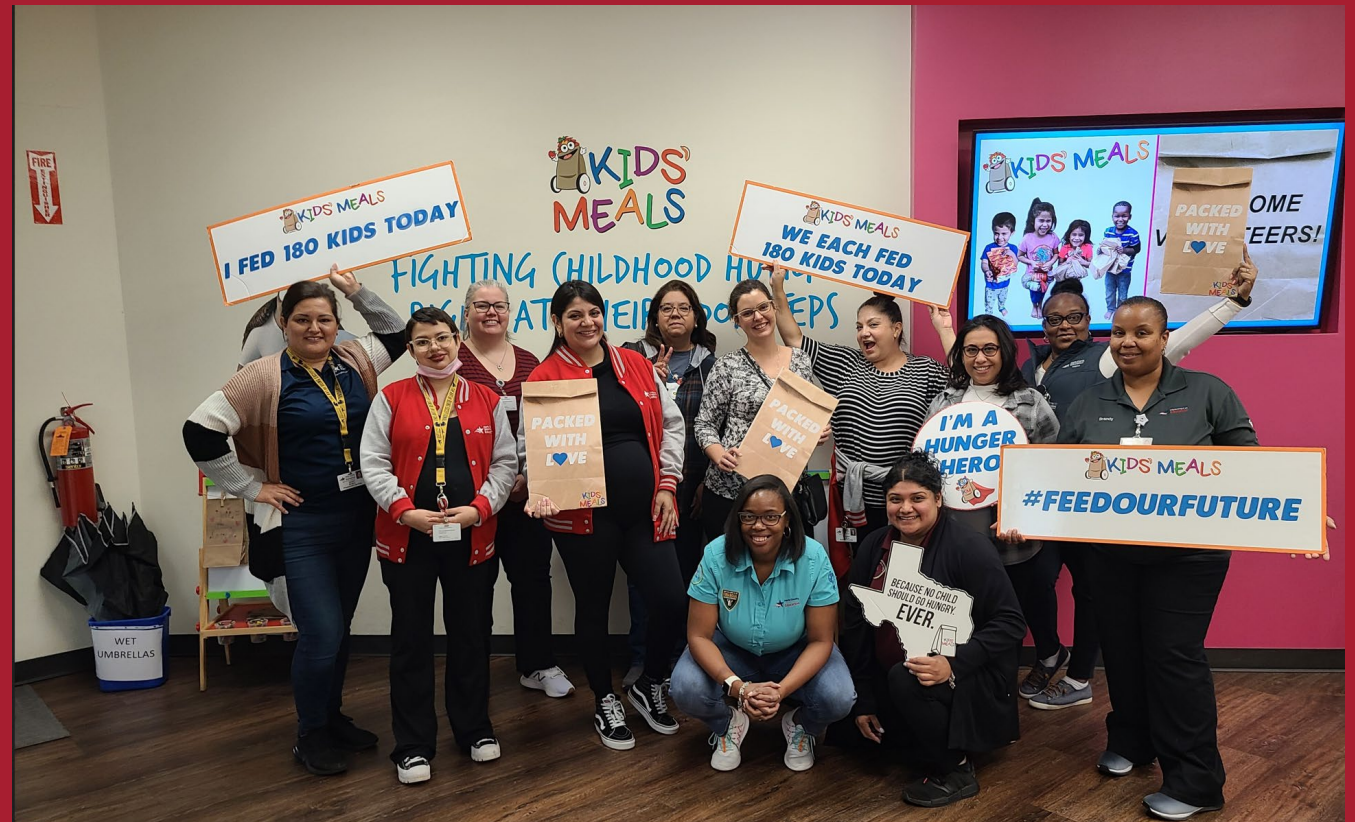
(1) Financial Performance Ratios

Business & Procurement

Learning and Growth - Key Highlights Summary



- Monthly Lunch and Learn trainings for Business Staff on new guidelines and processes
- Monthly School Finance Council
- Local I-PASS
- Local vendor Outreach
- National Presentation at NIGP
- State Presentation at TASBO



Learning and Growth – Other Key Highlights Summary

- REAL SuperMENTor, he reads to children at a Head Start center
- Education Committee for the Rotary Club and Adoption Fair held at HCDE
- Taught financial courses at TASBO
- Dr. Amezcua also participated in TASBO committees
- Best Practice Committee-Texas Certified Public Accountants
- Best Practice Committee-GFOA and ASBO
- EDGAR Class and Webinars



Trends (what are you seeing in your industry/area)

- Move towards virtual conferences and exhibits
- Webinars are well attended with great collaboration
- Digitized Workflows
- Contract Management Platforms
- Certification Authentication Software

Business & Procurement

Who We Are: Fun Exceptional & Informal



About Us:



What Questions do you have?