

ATTACHMENT H

LIST OF ORGANIZATIONAL COMPONENTS (DHHS):

Communications and Legislative Services

Information Systems and Technology

Legal Services

COO / Operations

- Human Resources and Development
- Internal Audit
- Operations Consulting
- Support Services

CHILDREN & FAMILY SERVICES

BEHAVIORAL HEALTH

DEVELOPMENTAL DISABILITIES

MEDICAID AND LONG TERM CARE

PUBLIC HEALTH

VETERANS' HOMES

LOCATION OF BUYERS AND ROLES IN PROCUREMENT

Financial Services

Manage P Card

Communications and Legislative Services

Graphic Arts section does have a role in procurement

Information Systems and Technology

Employs Buyers (different title) for services (as needed) and goods (5 or 6 staff)

Legal Services

Counsel to CEO

COO / Operations

- Human Resources and Development
- Internal Audit
- Operations Consulting
- Support Services – Functional Assignments related to procurement

- Answer AS inquiries related to procurement
- Procurement security
 - Authorization of matrix levels (functions)
 - Authorization of procurement document types

- Services and Subawards – Manager and 4 staff
- Commodity - 5 Buyers
 - Commodity contract creation/renewal and administration (jointly with AS)
 - Central point of purchase from contracts
 - Central processing of all commodity requisitions – large purchases
 - Supervise 15 staff at 24 hour facilities in roles including the procurement of supplies
 - Supervise metropolitan area distribution centers including procurements for staff in Omaha and Lincoln
- Particular goods for central procurement:
 - Department wide procurement of records management equipment and services
 - Department wide procurement of vehicles
 - Department wide procurement of all postage equipment
 - Department wide procurement of machinery and equipment
 - Department wide procurement of communications (not wireless)
 - Department wide procurement of copiers
 - Department wide procurement of fax machines
 - Department wide procurement of all modular and other office furnishings
 - Omaha procurement of mail services
 - Department wide procurement of all contract commodities

- **CHILDREN & FAMILY SERVICES**
 - **Commodities: Youth Rehabilitation and Treatment Centers (YRTC's), 5 Service Area Offices and the Central Office rely on Support Services for the purchase of commodities (vehicles, furniture, machinery and equipment and supplies). YRTC's contract for pharmacy services and use State Building Division for building and grounds purchases.**
 - **Services: Procurement of contractual services is integral to the operation of service system. YRTC's contract for services of pharmacists. Building leases and related services are procured and managed by Support Services.**

- **BEHAVIORAL HEALTH**
 - **Commodities: Regional Centers rely on Support Services staff for procurement of commodities other than pharmaceuticals, food, maintenance (state building division) procurements**
 - **Services and Subawards – Procurement of contractual services is integral to the operation of service system.**

- **DEVELOPMENTAL DISABILITIES**
 - **Commodities - The Beatrice State Developmental Center relies on Staff of Support Services for procurement of commodities and contracts for pharmacy goods and services.**
 - **Services- Procurement of contractual services is integral to the operation of service system. BSDC and various programs have staff involved in procurement of contractual services.**

- **MEDICAID AND LONG TERM CARE**
 - **Commodities are acquired through Support Services**
 - **Services - Procurement of contractual services is integral to the operation of service system. Systems are acquired in cooperation with IS&T. Subawards are managed by programmatic areas assigned in cooperation with the Grants and Contracts unit in Financial Services**

- **PUBLIC HEALTH**

- **Commodities – non-contract purchases up to \$2,000 are made by all units and for all contract or large purchases, requisitions are submitted to Support Services except at the State Health Laboratories where purchasing of supplies and goods is delegated for laboratory specific purchases.**
- **Services – Procurement of contractual services is integral to the operation of service system. For systems to manage licensure and related date, IS&T is included in the RFP processes.**

- **VETERANS' HOMES**

- **Commodities – Commodities: Veterans' Homes rely on Support Services staff for procurement of commodities other than pharmaceuticals, food, maintenance (state building division) procurements**
- **Services - Procurement of contractual services is integral to the operation of service system.**

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