OC Procurement Office

A Division of the County Executive Office

Purchasing Council

Deputy Purchasing Agents

Secretary II
Anna Watts

County Procurement Officer
Rob Richardson
Admin Mgr III

Office Specialist
VACANT

- Reception
- File Room
- Special Projects

Admin Mgr II
VACANT

Policy Administration, DPAProgram & Asset Management
***Melva Gipson, AM II**

- CAPS+ Upgrade Lead
- Training

Staff Specialist
Alma Sweeney

- Compliance Support
- Revenue Monitoring
- KPI
- PC Meeting Coordinator
- CPO Website & Shared Drive (Lead)
- Primary Support to Policy Team
- Special Projects

Operations
***Lynn Collins, AM I**

- AC & CPO Roundtable Meetings
- Special Projects

Strategic Programs
***Adriana Pineda, AM I**

- CPM Development & Administration
- Cal-Card
- Training

Supervising PCS
***JEFF MILLER**

Internal Operations/Regional Cooperative Agreements Team
***GABRIELA GEORGE, PCS**
***CARMEN GIRON, PCS**
***RITA GORE, PCS**
***YARIDA GUZMAN, PCS**
***MONICA MARQUEZ, PCS**
***GRACE SCOTT, PCS**
***MATT TRAN, PCS**

- Administration
- Public Finance
- Budget
- Risk Management
- Legislative Affairs
- Human Resource Services
- Corporate Real Estate
- Children & Families Commission
- Performance Auditor
- County Agencies & Departments

Strategic Programs
***Kara Carroll, AMI**

- OC Expediter
- BidSync
- Electronic Insurance Monitoring
- Cal-Card
- Special Projects

Staff Assistant
VACANT

- Vendor Information Day Coordinator
- DPA Best Practices Meeting Coordinator
- Cal-Card Quarterly Reconciliation
- Cal-Card Support
- Primary support to Strategic Team
- CPO Website & Shared Drive (Backup)
- Special Projects

Facilities, Surplus and Special Programs
***Neil Jessen, AMI**

- On-line Auction, Surplus & E-waste
- Building Facilities
- EOC & Disaster Preparedness
- Environmental Pref. Prog. (EPP)

Procurement Compliance Program
***Jan Eickholt, AMI**

- Compliance
- Training
- Procurement Appeals Board Admin
- Internship Program
- ARA Approval
- Sole Source

Procurement Training & Administration
***Sharmila Chadrasekharan, AMI**

- DPA Training Program
- DPA Certification & Admin
- CAPS+ Liaison
- KPI Lead
- Adhoc/Special Reports
- OC Procurement Support Center

Effective 3/31/17

*DEPUTY PURCHASING AGENT