



Business & Procurement Office

Board Presentation

July 16, 2025

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 = 6.56 years

About Us:

Mission & Focus:

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

19 Staff Members

Accounting:

Julia Watts – Senior Accountant
Anai Rodriguez – Senior Accountant
Stacey Kemper – Accountant II
Liseth Gonzalez – Accountant II
Emmanuel Mensah – Staff Accountant
Jessica Silva, Quality Assurance Coordinator

Accounts Payable:

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

Admin:

Brenda Del Valle – Executive Assistant
Jorge Garza – Project Workflow Specialist

Payroll:

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

Accounts Receivable:

Thalia Copaus – Senior Grant Accounting Clerk
Grecia Medrano – Junior Staff Accountant

Business Services

About Us:

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



8 Staff Members

Who We Are

Yaritza Román, RTSBA
Procurement Manager

Tameisha Davenport
Contracts Manager

Inga Ash, RTSBA
Procurement Coordinator

Deisy Rubio, RTSBA
Procurement Coordinator

Charisma Tolbert, CTSBO
Procurement Specialist

Lili Maldonado, CTSBO
Procurement Cards Specialist

Gabriel Moya
Procurement Coordinator

Procurement Services

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 5GGGGAANTTPP – 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))

	ASBO - Pinnacle Award	Transparency Star - Public Pensions	Transparency Star - Traditional Finances	Transparency Star - Contracts & Procurement	Transparency Star - Debt Obligations	Transparency Star - Open Government and Compliance	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	NPI - Achievement of Excellence in Procurement
Harris County Department of Education	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Aldine ISD							☑		☑		☑				
Atief 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

56
Formal
Solicitations



729
Contracts



1894
Purchase
Orders



504
Vendor
Packets



411
Agenda
Items



Procurement processes comply with Federal regulations, State laws, and Local HCDE Policies.

Contracts Reviewed and Managed by Division

Procurement Services

Division	Number	Percentage
CASE	348	48%
Special Schools	106	15%
Head Start	54	7%
Facilities	41	6%
School Based Therapy Services	37	5%
Adult Education	35	5%
Business Services	26	4%
Choice Partners	18	2%
Center for Educator Success	14	2%
Procurement Services	13	2%
Technology Services	13	2%
Center for Safe and Secure Schools	12	2%
Records Management	5	1%
Human Resources	3	1%
Communications	2	1%
Research & Evaluation Institute	2	1%

Total Contracts

729

Procurement Services

Purchase Orders by Division

Purchase Orders by Division for FY2023-24				
Divison	Number of POs	Percentage of POs	Amount of POs	Percentage of Amount
Construction Services	4	0%	\$16,506,978.16	41%
CASE	747	34%	\$6,008,734.27	15%
Head Start	241	11%	\$4,533,558.42	11%
Facilities	127	6%	\$3,143,766.17	8%
Department Wide	30	1%	\$2,618,184.51	6%
Business Support Services	112	5%	\$2,183,007.97	5%
Technology Services	68	3%	\$1,298,246.05	3%
Special Schools	49	2%	\$1,073,442.05	3%
Choice Partners Cooperative	78	4%	\$691,101.02	2%
Adult Education	50	2%	\$632,456.26	2%
Human Resources	33	1%	\$605,799.12	2%
Records Management	21	1%	\$278,707.90	1%
Center for Educator Success	35	2%	\$160,748.45	0%
Special Schools - Highpoint East	38	2%	\$104,442.02	0%
Communications	43	2%	\$86,809.94	0%

Procurement Services

Purchase Orders by Division

Purchase Orders by Division for FY2023-24				
Divison	Number of POs	Percentage of POs	Amount of POs	Percentage of Amount
Special Schools - ABS East	46	2%	\$78,589.16	0%
Procurement Services	40	2%	\$77,200.23	0%
Special Schools - ABS West	25	1%	\$64,245.34	0%
Client Engagement	36	2%	\$63,135.42	0%
Special Schools - Fortis Academy	15	1%	\$47,581.51	0%
Research & Evaluation Institute	7	0%	\$37,716.69	0%
School Based Therapy Services	11	0%	\$29,420.29	0%
Center for Safe and Seure Schools	16	1%	\$14,263.05	0%
Center for Grants Development	9	0%	\$11,573.67	0%
Board of Trustees	5	0%	\$10,751.35	0%
Operations	5	0%	\$8,295.13	0%
Chief of Staff	2	0%	\$3,205.78	0%
Education Foundation	1	0%	\$1,500.00	0%
	1894		\$40,373,459.93	

Procurement Services

Purchase Orders Processing

Fiscal Year	Total	Amount
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
2023-24	1,894	\$40.4 Million

Procurement Services

Procurement Card Transactions per Fiscal Year

Fiscal Year	Number of Transactions	Total Dollar Amount	Average Amount per Transaction
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
2023-24	7,898	\$1.7 Million	\$215

Procurement Services

Procurement Card Distribution by Division (FY 23-24)

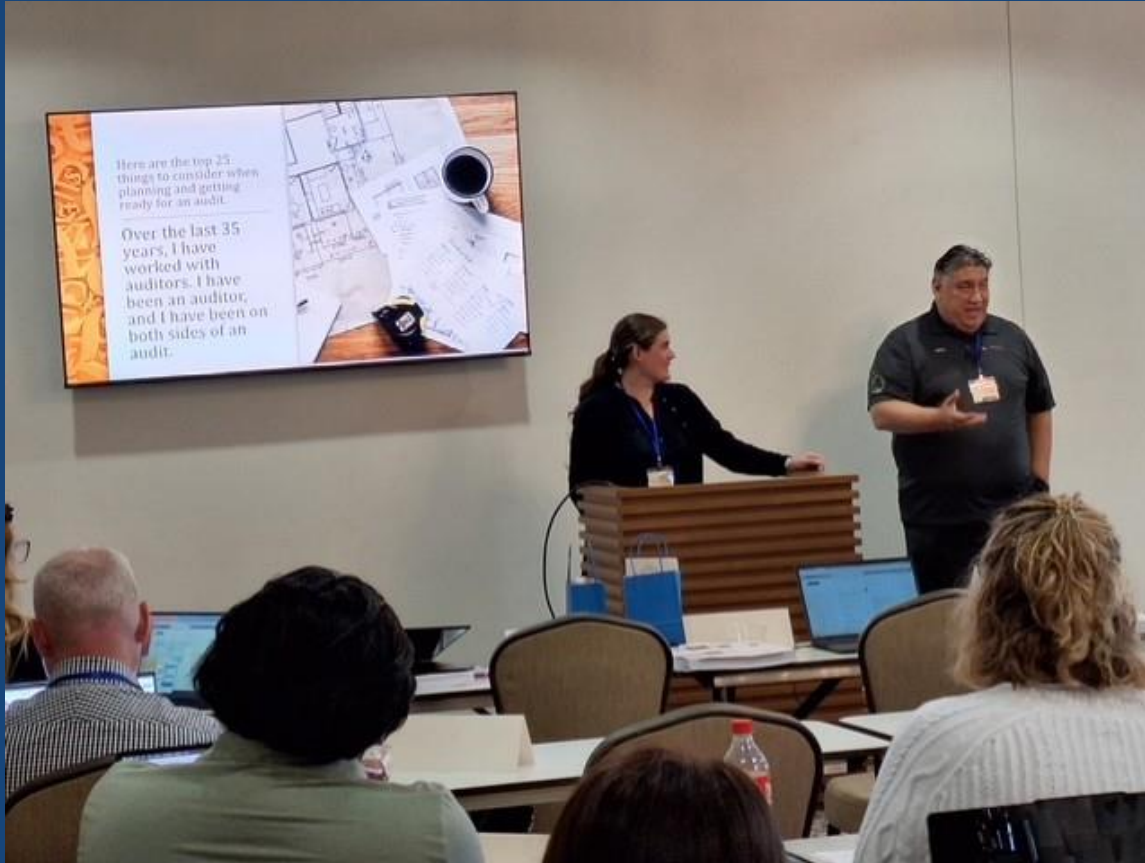
Division	Cards
Administration	3
Adult Education	1
Board of Trustees (Board Secretary)	1
Business Services	1
CASE	2
Center for Educator Success	9
Center for Grants Development	1
Center for Safe and Secure Schools	2
Chief of Staff	1
Choice Partners Cooperative	12
Client Engagement	4
Communications	3

Division	Cards
Education and Enrichment	2
Education Foundation	1
Facilities Support Services	18
Head Start	5
Human Resources	2
Records Management Services	2
Research & Evaluation Institute	2
School Based Therapy Services	2
Special Schools	11
Superintendent's Office	2
Technology Support Services	3
Total	90

Trends

- Digitized Workflows
- Contract Management Platforms
- Certification Authentication Software

Trainings and Presentations



Procurement Services

Business and Procurement at the
National Association of Accounting (NAAE) Training



Dr. Jesus Amezcua and Marcia Leiva presented “All About the Audit: What to Expect from Auditors in the Purchasing Department”, and Dr. Jesus Amezcua and Dr. Edna Johnson presented “Purchasing Cards: Friend or Foe – Be Aware” and “Handling the 2 CFR 200: Changes and Current Updates during the NAAE Conference in Austin, TX.”

Community Outreach



Edna Johnson and Deisy Rubio attended Asian 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

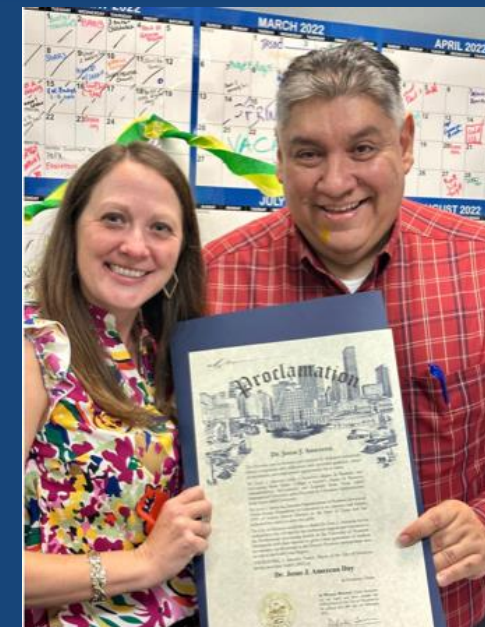
Internal Procurement Annual Supplier Showcase (iPASS)



[i](#)

[iPASS 2023 Video](#)

Business & Procurement



Continued Division Support



Customer
Service
Highlights

Business & Procurement

Internal Business Processes Highlights

**2024 TASBO
Excellence in
Business and
Procurement**



Business & Procurement

(1) Financial Performance Ratios

Ratios	Calculation	Benchmark	Most Current - FY 24
1.Repayment Analysis			
Debt Payment/Income Ratio	Debt Payment/Income	< 25%	5%
2.Liquidity Analysis			
Current Ratio	Assets/Liabilities	> 1	4.89
3.Solvency Analysis			
Debt/Asset Ratio	Liabilities/Assets	Between 35% and %50%	20%
4.Profitability Analysis			
Return on Assets	Income to Assets	2%	13%
Return on Equity	Income to Equity	7%	26%

Business & Procurement

(1) Financial Performance Ratios

Ratios	Calculation	Benchmark	Most Current - FY 24
5. Financial Capability Analysis			
Bonded Debt per Capita	Long-term general obligation debt to taxpayers. (includes pension)	Betw \$10.00 & \$35	\$ 16.18
Property Taxes per Capita	Amount of tax burden to taxpayer.	Betw \$5.32 & \$10.82	\$ 5.33
Debt Service Load	Amount of annual budget used to pay off long-term debt.	Betw 5% to 10%	3%
6. Financial Position Analysis			
Unassigned Fund Balance	% of annual revenue	Between 15% & 30%	21%
7. Financial Efficiency Analysis			
Gross Revenue > Operating Expenditures	General Fund Results	Between \$800K & \$1.5M	\$ 8,938,934

Projected use of Fund Balance for the FY 23-24

2024 Population 4,826,539

Business & Procurement

Operating Measures

Fiscal Year	Number of Employees	Total Amount (Salaries)
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
2023-24	1,056	\$57.2 Million

PR processed 1,265 IRS-W2 forms totaling \$55.7M of taxable wages.

Fiscal Year	Number of transaction	Total Amount (Transactions)
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
2023-24	12,779	\$ 62,202,853

AP processed 158 IRS-1099NEC forms totaling \$10.9M

and 1 IRS-1099 MISC totaling \$1.1M

(1) Financial Performance Ratios

Business & Procurement

Operating Measures

Fiscal Year	Amount Billed	Amount Received
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
2023-24	\$ 39,786,635	\$ 37,764,245

Fiscal Year	Adopted Budget Estimated Revenues All Funds	Adopted Appropriations All Funds
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
2023-24	\$ 149,046,840	\$ 165,420,916

Diff: Due to Capital Projects fund Expenditures

AR processes invoices for all the divisions and grant departments.

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
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
2023-24	31	\$ 35,013,688

Fiscal Year	Staff Development	Fees for Services In County	Fees for Services Out County
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
2023-24	\$ -	\$ 19,400	\$ 694,454

Processed over 3,108 journal entries
totaling \$860M

Services provided to Tejano
Center, Stafford MSD, and
Hitchcock ISD

(1) Financial Performance Ratios

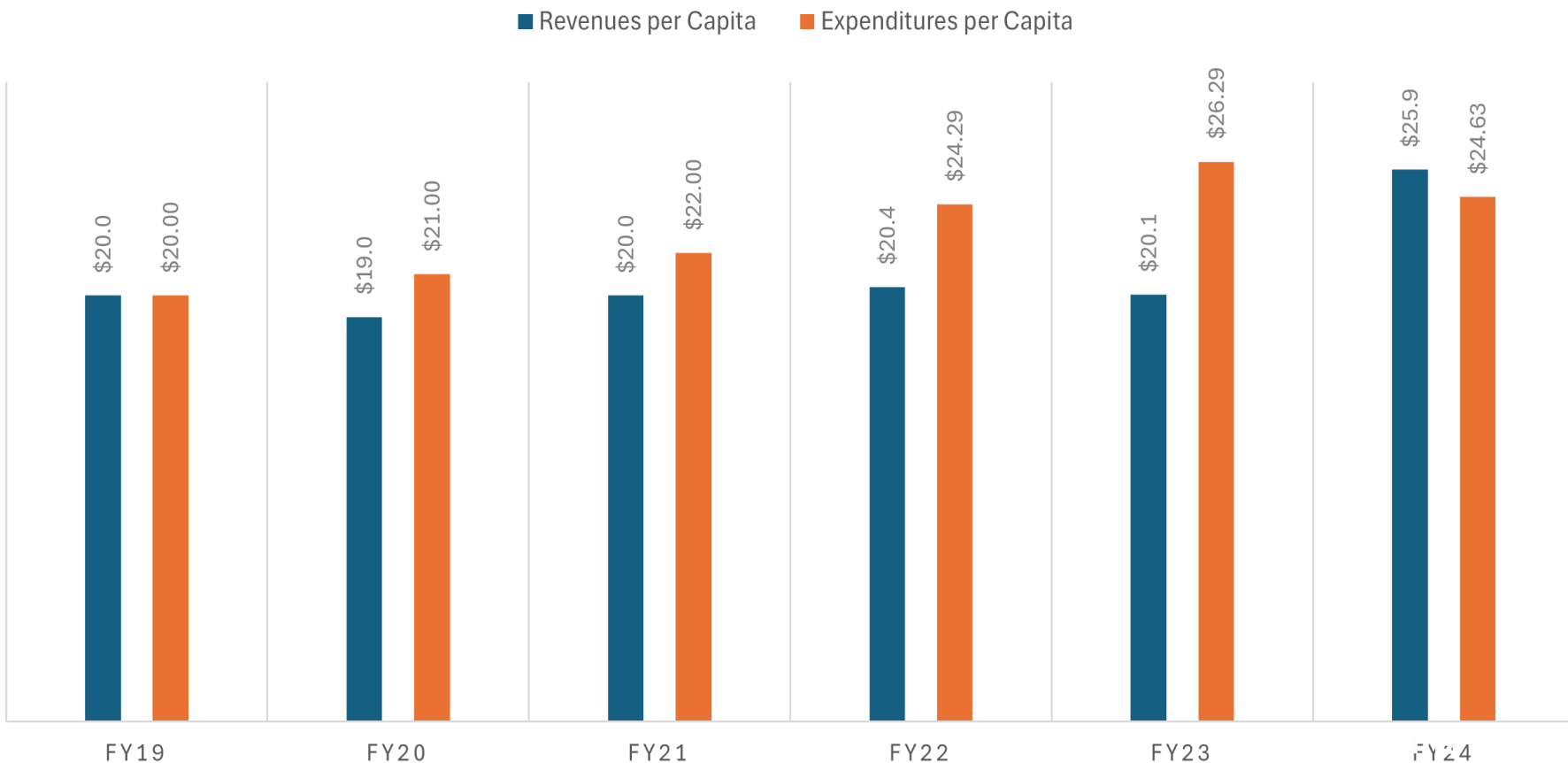
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Revenue/ Expenditure Per Capita



2023 Population 4,780,913
2024 Population 4,826,539

HCDE REVENUES AND EXPENDITURES PER CAPITA, FISCAL YEARS 2019-2024

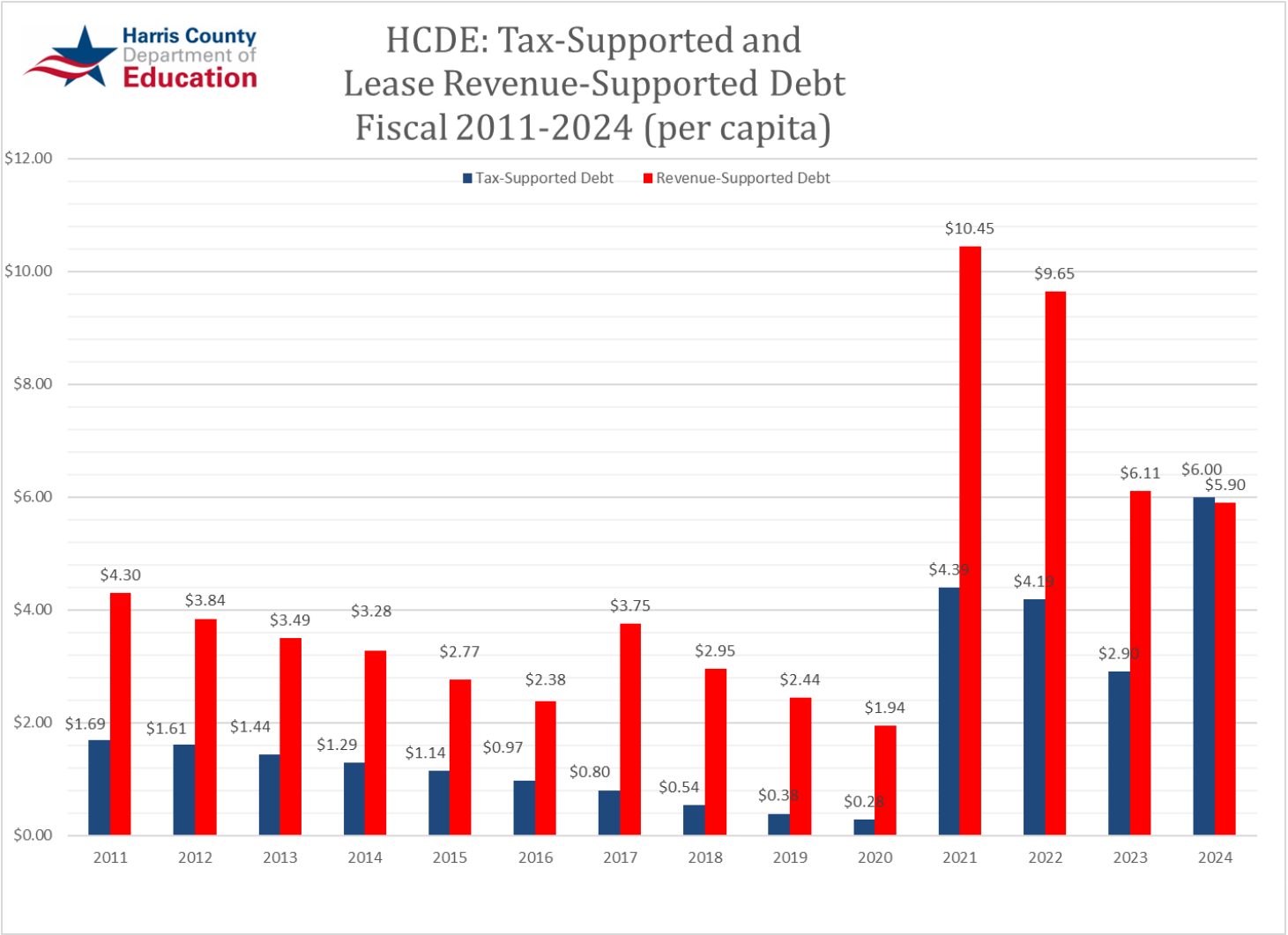


(1) Financial Performance Ratios

Debt Per Capita

2024 Population 4,826,539

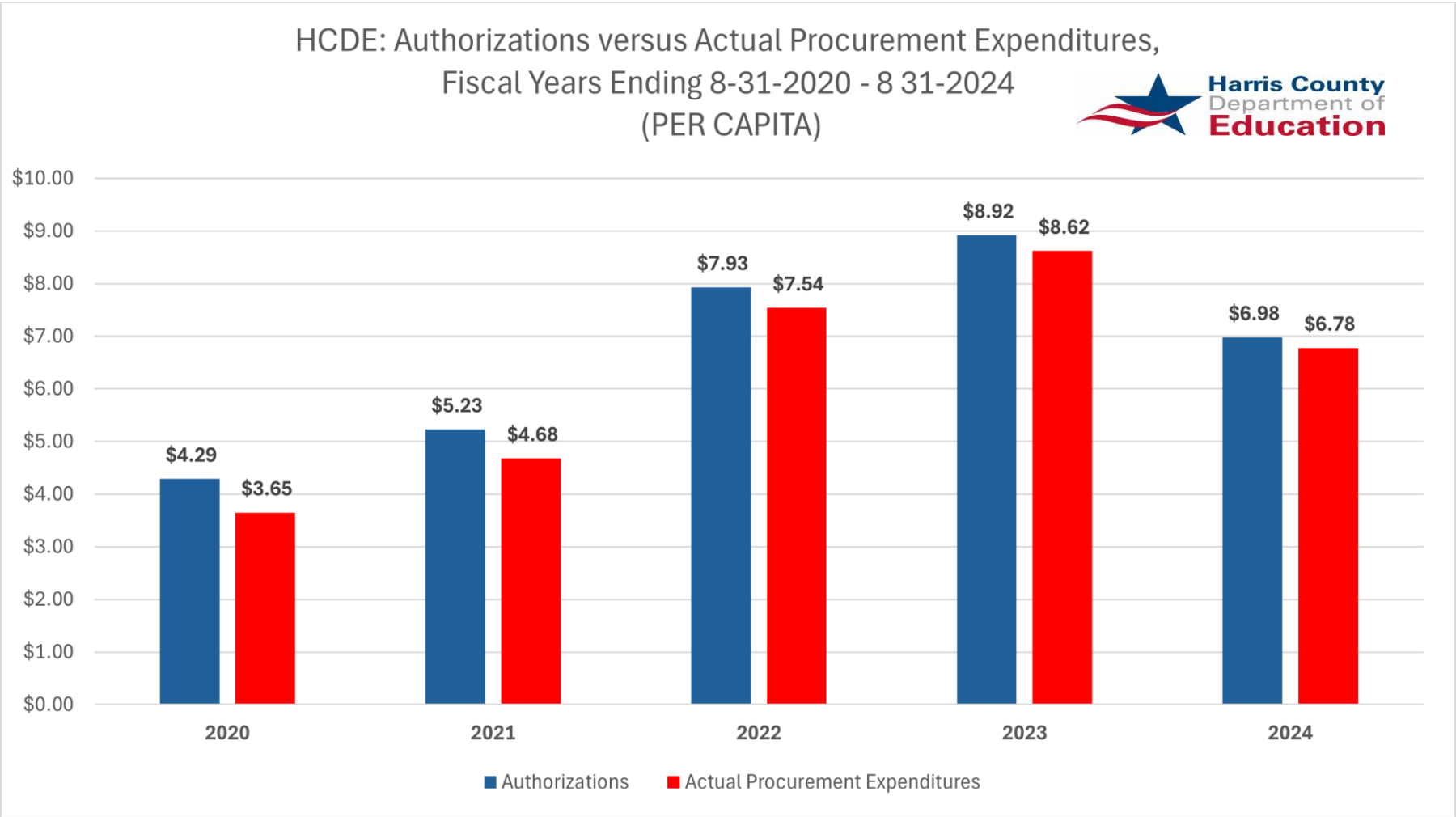
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(1) Financial Performance Ratios

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Purchases Per Capita



2024 Population 4,826,539

(1) Financial Performance Ratios

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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
- Regional Presentation in South Padre Island on Federal Funds



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 and investment 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 (Implemented IntelAgree/ Contract Management Platform)
- Certification Authentication Software
- Service Delivery:
 - 44 Districts Served
 - 735 Teachers/Educators Served

Business & Procurement

Who We Are: Fun Exceptional & Informal



About Us:



What Questions do you have?