

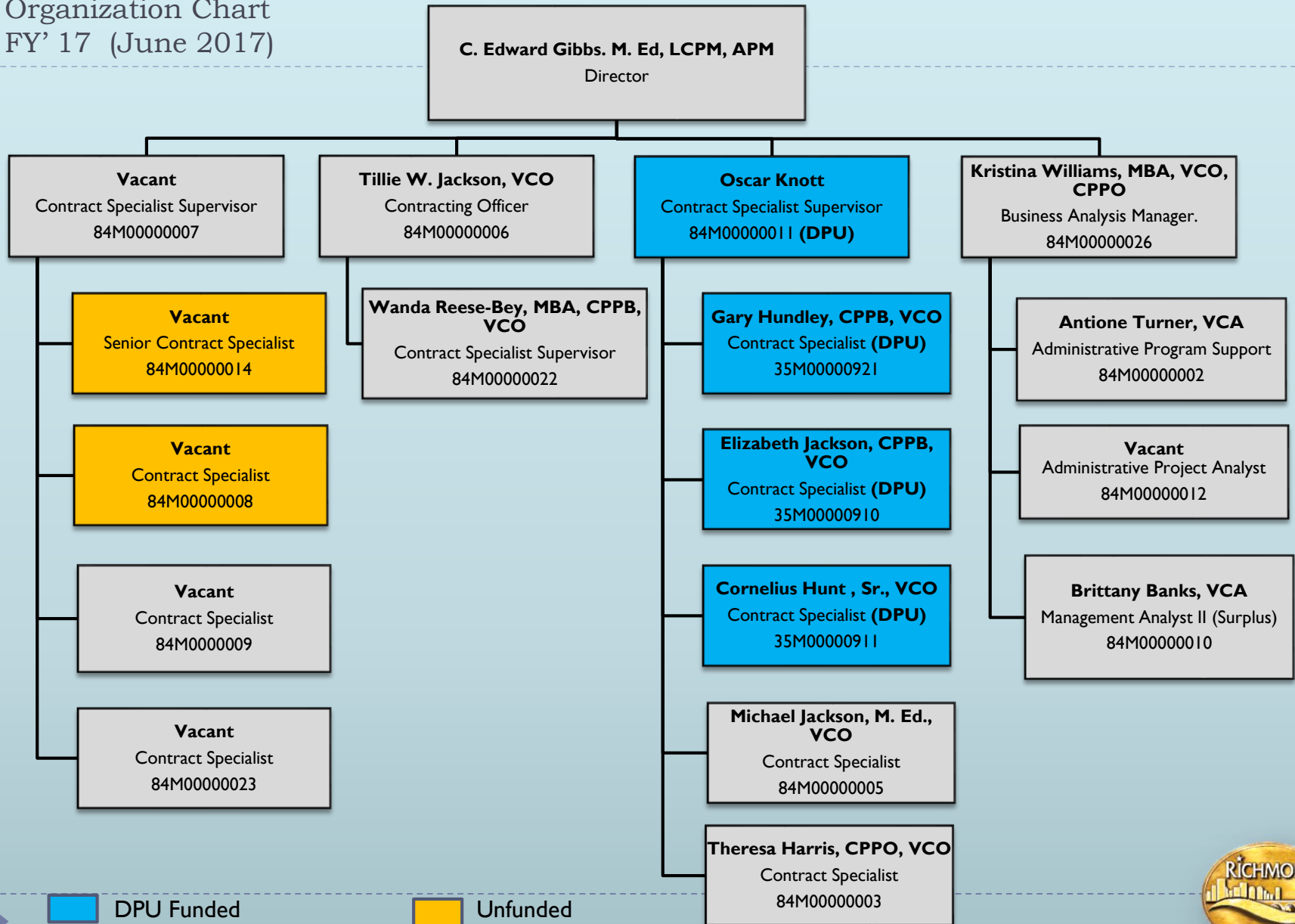


Government Operations Presentation

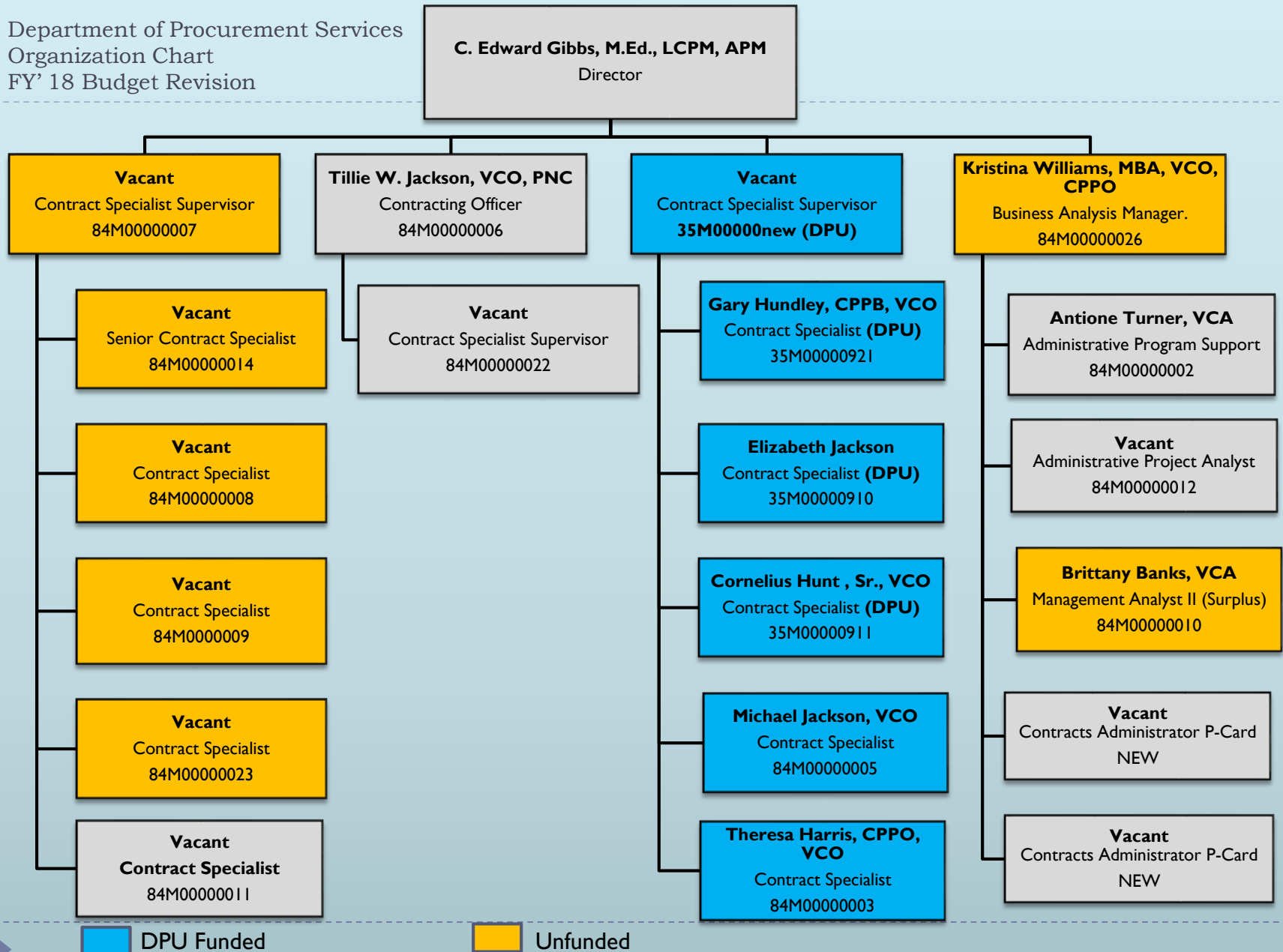
Procurement Services
FY2017



Department of Procurement Services
Organization Chart
FY' 17 (June 2017)

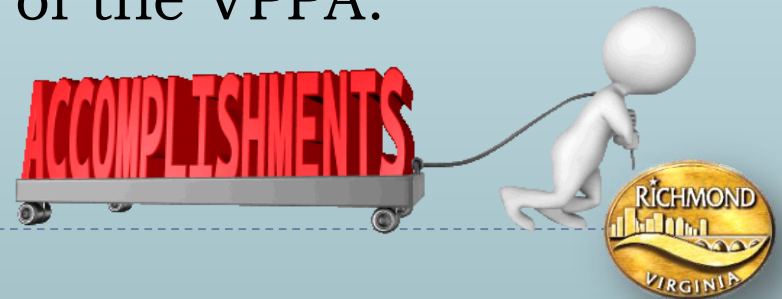


Department of Procurement Services
Organization Chart
FY' 18 Budget Revision



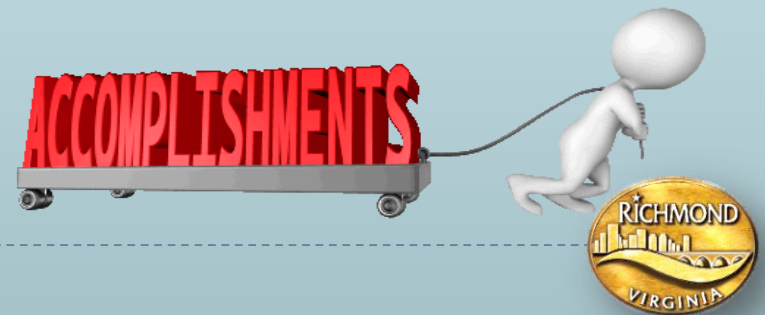
FY2017 Accomplishments

- ▶ Worked with the City Attorney's office to allow the purchase of "construction" using Small Purchases procedures.
- ▶ Collaborated with the City Attorney's office to align the City's construction bonding requirements with standard industry practice.
- ▶ Monitored General Assembly legislative activity affecting procurement to ensure City Code conforms with the mandatory provisions of the VPPA.



FY2017 Accomplishments (continued)

- ▶ Initiated pilot group of using agencies to begin using the Commonwealth's eVA Quick Quote which ensures transparency, increases competition, enhances compliance, all of which should reduce prices and improve procurement processing time.
- ▶ Worked with the City Attorney's office to allow Unsealed Proposals to be added as a procurement method under Small Purchases.



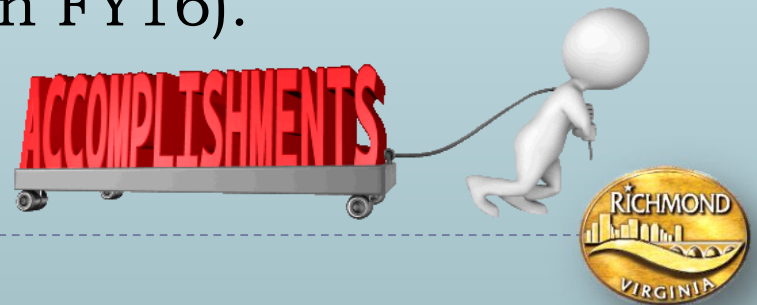
FY2017 Accomplishments (continued)

- ▶ Streamlined procurement process requiring State Corporation Commission registration.
- ▶ All DPS staff have obtained at least one widely recognized professional procurement certification.
- ▶ Theresa Harris (Contract Specialist) is the current President of the Capital Area Purchasing Association.
- ▶ Liz Jackson (Contract Specialist) was an “Exceptional Customer Service Finalist”, Mayor’s RISE Awards.



FY2017 Accomplishments (continued)

- ▶ Brittany Banks received the Mayor Award Contribution to Excellence Certificate for “Process Improvement”.
- ▶ All Contractors were rated either Excellent, Very Good, or Good by Contract Administrators (over 300 term contracts).
- ▶ Contract Administration Training was completed by 100% of all using agency Contract Administrators (compares favorably with 80% in FY16).



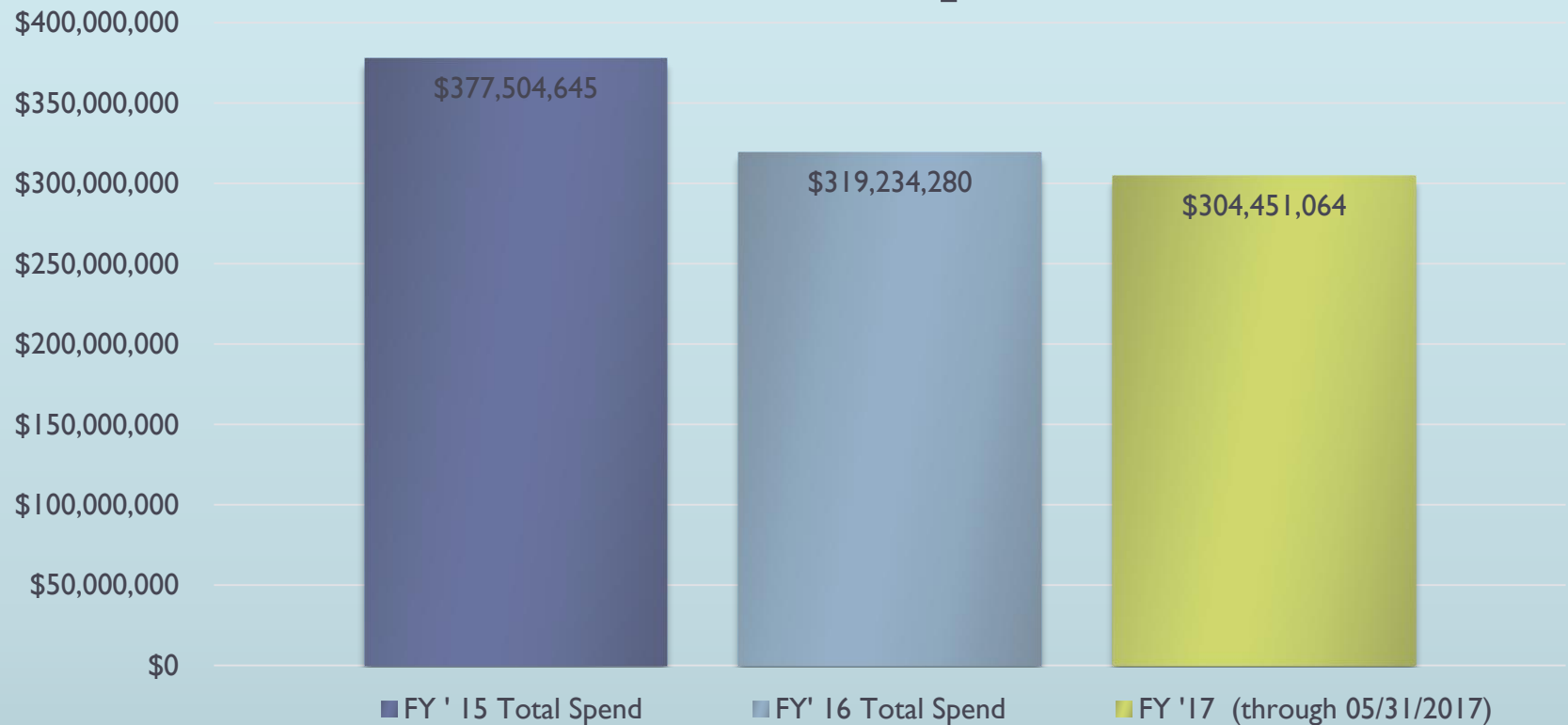
FY2017 Accomplishments (continued)

- ▶ Percentage of contracts renewed on-time was 67% because of 45% FTE vacancy rate (compares with on-time contract renewal of 92% FY16; 68% FY15; 28% FY14).



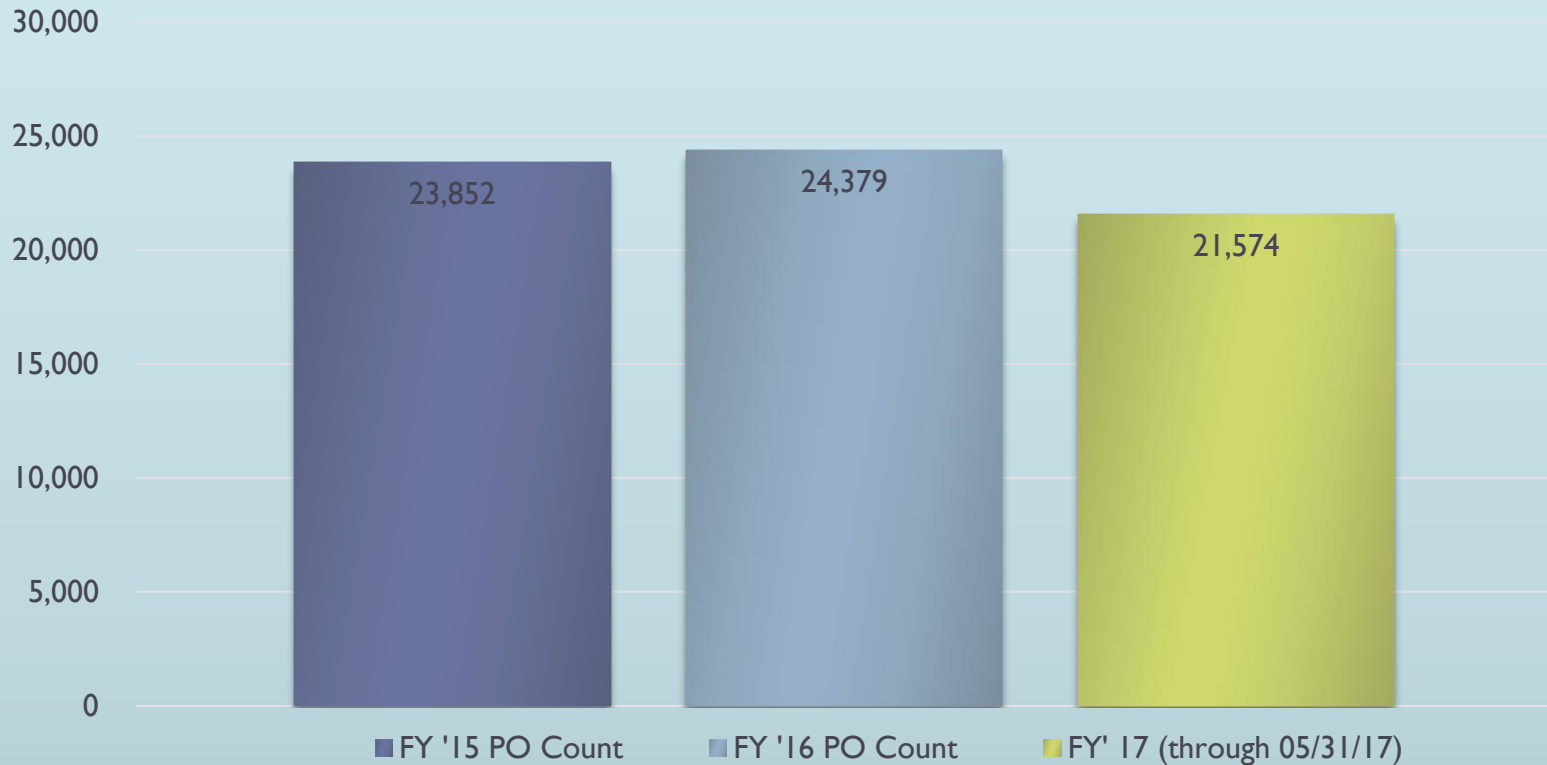
FY2017 Procurement Data

Total Spend



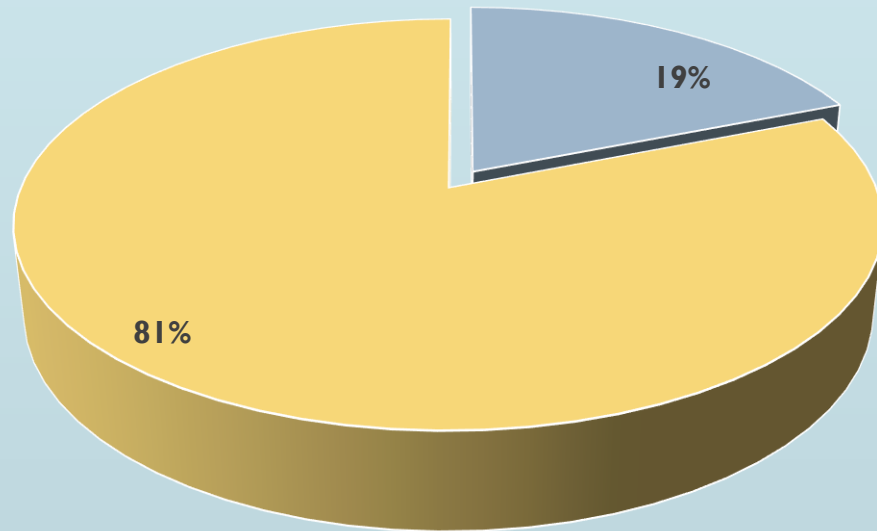
FY2017 Procurement Data

Total PO Count



FY2017 Procurement Data

Small Purchases (\leq \$50,000)



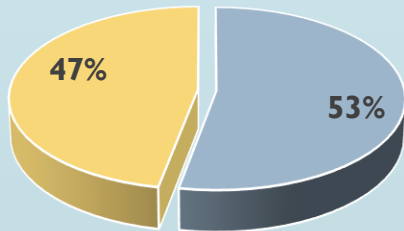
□ Small Purchase's

■ Total City Spend



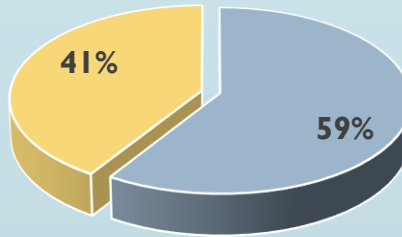
FY2017 Procurement Data

Small Purchases Under Contract



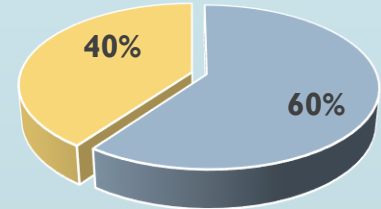
FY 15

■ Contract Purchases ■ Non Contract



FY 16

■ Contract Purchases ■ Non Contract



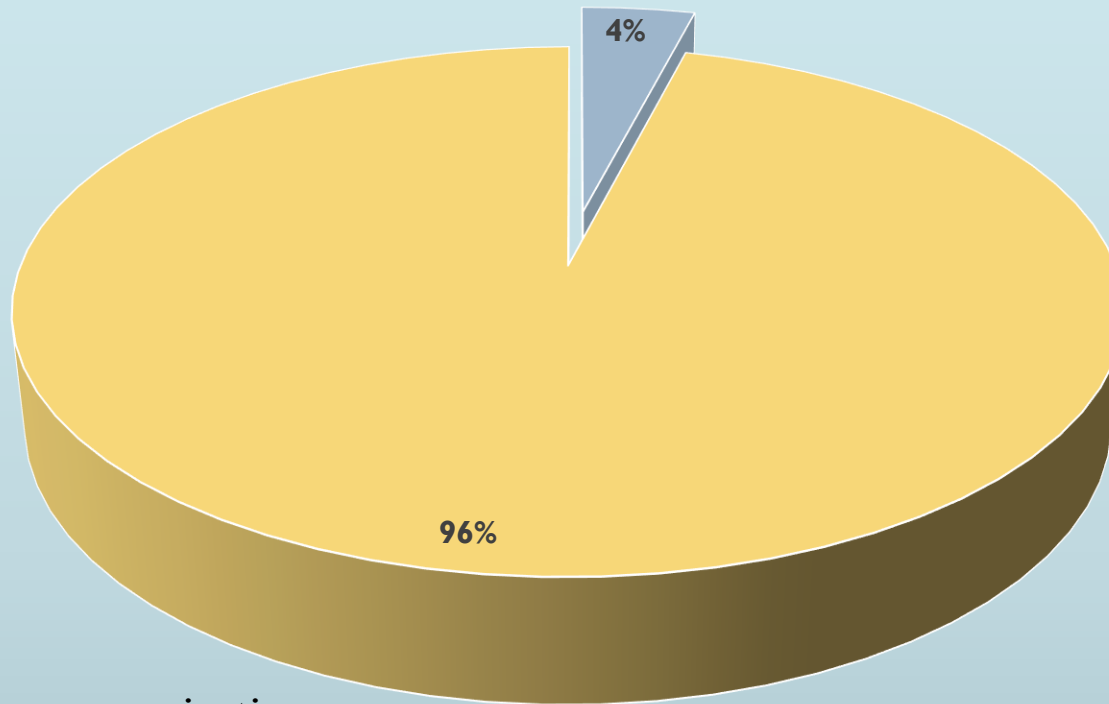
FY 17

■ Contract Purchases ■ Non Contract



FY2017 Procurement Data

Managed Spend as a Percentage of Total Spend



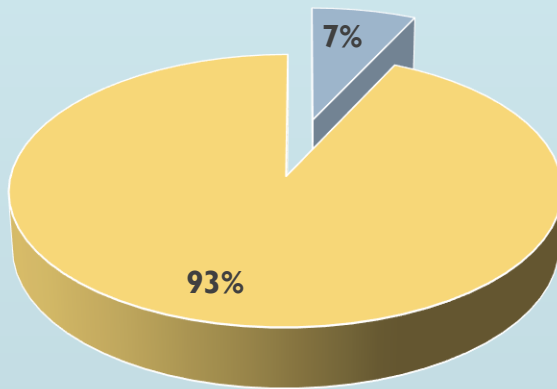
*Best-in-class organizations
between 75% - 90%

Managed Spend



FY2017 Procurement Data

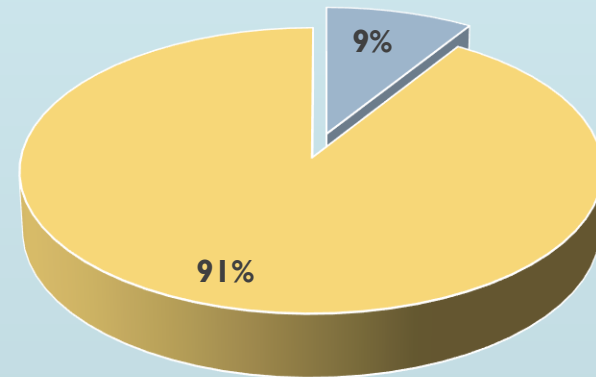
Non-Competitive Threshold



\$5,000

□ \$0-\$5,000

■ Total City Spend



\$10,000

□ \$0-\$10,000

■ Total City Spend



Additional Procurement Information

- ▶ Sole Source Procurements - Nine (9) totaling \$1,001,795 (0.33% of procurement spend).
- ▶ Emergency Procurements – Four (4) totaling \$348,521 (0.11% of procurement spend).
- ▶ Improper Procurements – Twelve (12) totaling \$723,912 (0.24% of procurement spend).
- ▶ Improper Procurements require a written corrective action plan from the agency; RAPIDS access suspended or revoked for employee involved.



Goals for FY18



- ▶ Obtain appropriate funding for vacant unfunded positions (would enable P-card Program; broader array of training opportunities; potential for increasing the single quote threshold).
- ▶ Recruitment of stronger talent for vacant funded positions.
- ▶ Leverage Oracle functionality to systematically send notifications regarding contract renewals.
- ▶ Pending outcome of eVA Quick Quote pilot, rollout eVA Quick Quote citywide (may provide opportunity to raise threshold to \$100K rather than \$50K).



Goals for FY18 (continued)

- ▶ Increase breadth and rigor of RAPIDS training and testing (move to annual testing as well).
- ▶ Continue analysis of larger cooperative contracts as compared with City contracts (economies of scale).
- ▶ Transition to more dynamic contracts rather than static to provide agencies with more flexibility in procurement decisions.

