

The Best Lead the Rest



City of Atlanta Department of Procurement

Legislative and Policy Changes (Procurement Reform Round II)

14 Aug, 2019

DAVID L. WILSON II, CHIEF PROCUREMENT OFFICER

Mission

Promote fair and open competition, procure high quality products and services in a timely manner, meet the needs of our customers while maintaining public trust

Vision

Achieve the highest standard of professional, public procurement through integrity, trust and ethical practices



Department of Procurement: Topics of Discussion

Quarterly Metrics

Supporting Process Improvement Initiatives



Key Procurement Metrics

Fourth Quarter Fiscal Year 2019

- Requirements (Trigger Packages): Percent complete upon receipt
 - Fourth Quarter 39%
 - Third Quarter 23%
- Average time (CPO- Exe Office)
 - Fourth Quarter 18 Days
 - Before DocuSign 30+ Days
- Contract Extensions: CPO/ Legislative
 - Fourth Quarter 28/15
 - Third Quarter 32/9



Supporting Process Improvement Initiatives

An Ethical, Transparent and Fiscally Responsible Government

- Developed e-SMART Dashboard
 - SMART = Solicitation Monitoring And Reporting Tool
 - Allow User Departments to view progression of procurement actions
- Map requirements process & develop cycle times
 - New insight into total acquisition process improving planning capability
- Executed a “Synopsis” of City requirements policy in procurement
 - Affording vendors additional visibility into upcoming solicitations
- Employed an “electronic” contract routing and signature method
 - Contract routing for signature average 18 days, down from 30+



Supporting Process Improvement Initiatives

World Class Infrastructure, Services and Process Improvement

- Created Video-podcasts
 - First pod-cast released navigating procurement home page
 - 10 more releases scheduled, one per month providing training for vendors
- Created vendor training days; twice a month
 - August 2019 twice a month vendor training offered to public
- Procurement “Road Show” Procurement processes and procedures
 - Developing additional method for continued training of key city personnel
- Department training
 - Working directly with NIGP to establish standardized training program for DOP
 - Exploring capability to develop/implement a procurement “Jump Start” program



Supporting Process Improvement Initiatives

Revising City Code to support Procurement practices

- Local Preference Program
 - Increasing local Atlanta based businesses opportunity to receive contracts
- Special Procurement in Small Purchases
 - Granting authority where it is missing and needed
- Micro-Purchase threshold under Small Purchases
 - Increasing procurement flexibility for user departments

Developed Department of Procurement Policy

- Procurement Naming Convention
- Synopsis of Solicitations
- Minor Technicalities and Informalities in Bids and Proposals

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Questions