

# Department of Procurement

## FEC Presentation



December 11, 2019

# FY19 Priorities

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- 1 Operational Efficiencies
- 2 Reorganization & Vacancies
- 3 Transformation Strategies
- 4 Performance Metrics
- 5 Next Steps



# Internal Operations




## Operational Enhancements

- ✓ Electronic evaluation of proposals in Oracle
- ✓ New “Technicalities and Informalities in Bids or Proposals” policy
- ✓ Re-engineered procurement process maps for all procurement methods
  - RFP execution time decreased 45%
  - IFB execution time decreased 30%
- ✓ Pre-Solicitation Notice “Synopsis”

## Legislative Changes

- ✓ Micro-purchase (<\$5,000; one quote)
- ✓ Special Procurement (below \$20,000)



**Corrections or Waiver of Technicalities and Informalities in Bids or Proposals**  
**Standard Operating Procedure**

The Chief Procurement Officer shall have the authority to either correct or waive a deficiency resulting from a minor technicality or informality in a bid or proposal.

**I. Correction of Bids or Proposals.**

All decisions to permit the correction of bids must be supported by a written determination made by the Chief Procurement Officer and retained in the project file. The decision may be communicated in writing to the offeror.

Article X, Procurement and Real Estate Code - Section 2-1188(j).



# Transformation Strategies



## People

- Hiring blitz to fill vacancies
- Internal and external staff training on SOPs and policies
- Create new Director of Operations and Procurement Deputy Position



## Process

- Process maps to identify key steps, key stakeholders, and provide insight into process
- Updated SOPs to accompany all new processes
- Revise Procurement Forms in solicitations



## Technology

- e-Procurement...
- GovSpend...
- DocuSign...
- Development of metrics database to track performance

# Training



## City User Training

- ✓ Regular training throughout the year as we update and create new policies
- ✓ Refresher training
- ✓ Training material accessible on ATLCLOUD
- ✓ **Training next week!**

## Vendor Community Training

- ✓ Vendor training throughout the year



Department  
of Procurement

### 2019 Procurement Training

Requisition to Purchase Order Refresher/  
Micro-purchase Overview

Learn how to create a requisition, view a purchase order, and how the new micro-purchase policy makes small purchases simpler.

First Class  
**TUESDAY  
DECEMBER 17  
10:30 - 11:30 AM**

Second Class  
**THURSDAY  
DECEMBER 19  
2:00 - 3:00 PM**



Register now link is <https://training.atlantaga.gov/atcloud/#/instructorled>

# Training Plan for 2020



## Vendor Training

- Established Outreach Team in DOP to directly interact with the vendor community
- Partners with Office of Contract Compliance to attend vendor days across city
- City offers electronic vendor training at:
  - <https://www.atlantaga.gov/government/departments/procurement/home2/supplier-registration>
- Provides vendor training 2<sup>nd</sup> & 4<sup>th</sup> Wed each month in City Hall; register here
  - <https://www.eventbrite.com/o/city-of-atlanta-department-of-procurement-25891628529>



## Department Training

- Updating SOPs to accompany all new processes
- Developing training plan with the National Institute of Government Purchasing
- Developing DOP specific in-house training



## City Wide Training

- Offering training to accompany all new processes and SOPs
- Refresher training for departments

# Reorganization & Vacancies



## New Hires

Had 29 vacancies at the beginning of the Fiscal Year:

- Hired 11 new Contract Specialist
- Approximately 18 total vacancies remaining
- Key Vacancies: Director of Operations, Deputy CPO, Procurement Specialist, Outreach Manager & Compliance/Training



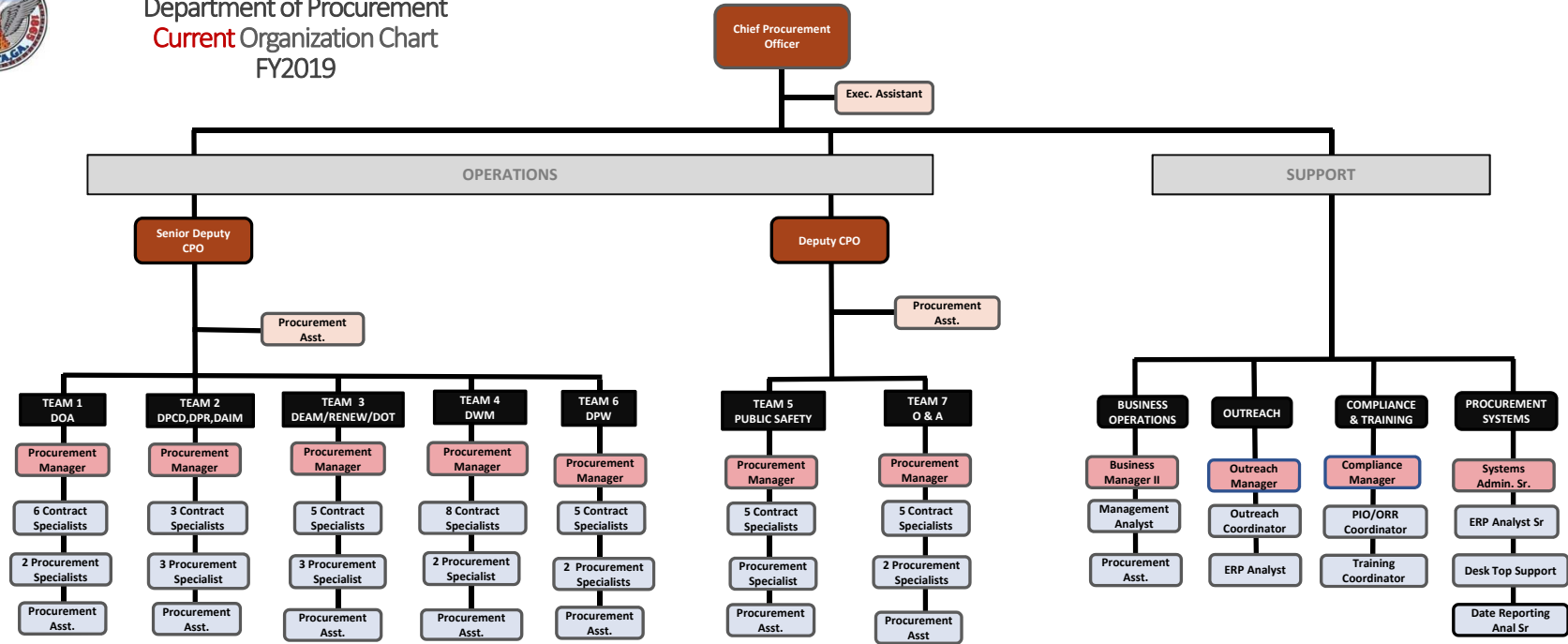
## Reorganization

FY20 budgeted for reorg (Re-org scheduled for March 2020)



Department of Procurement  
**Current** Organization Chart  
 FY2019

*The Best Lead the Rest*



**Mission** - To 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.

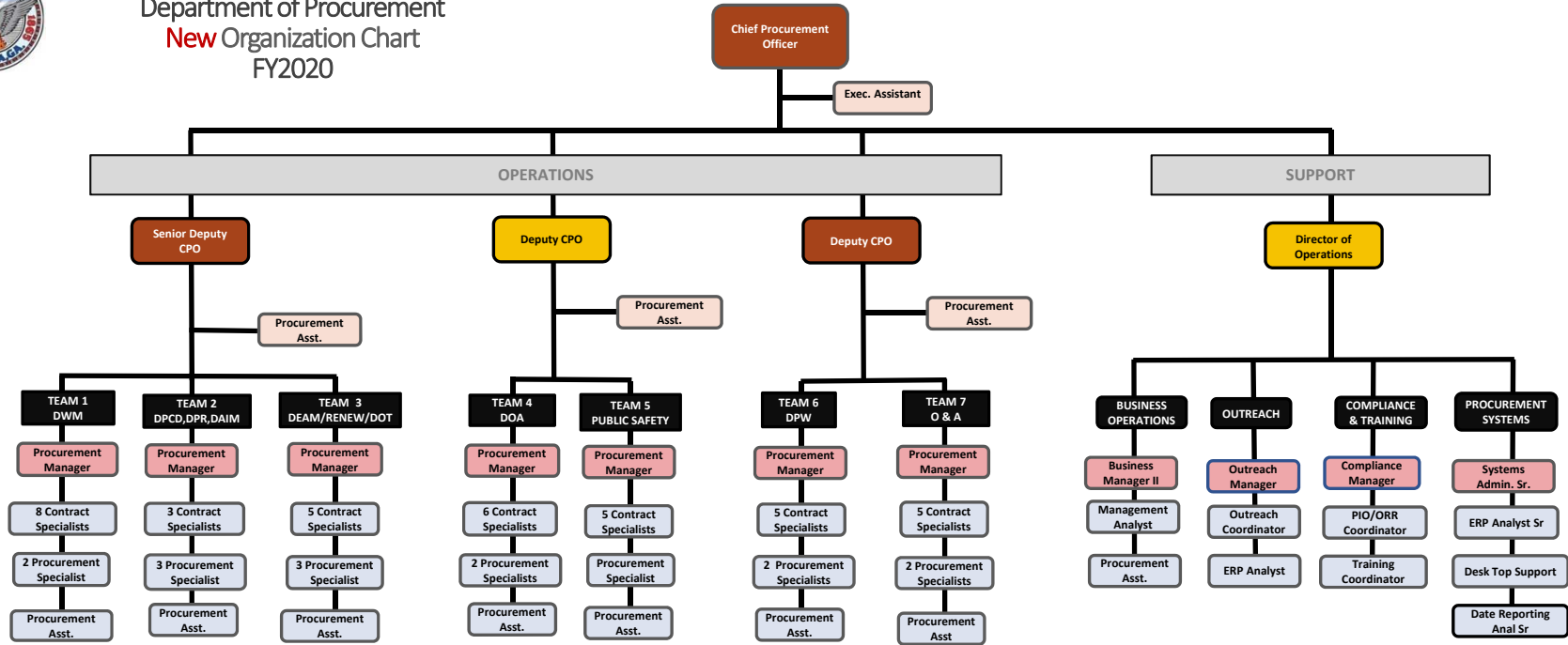
**Vision** - To achieve the highest standard of professional public procurement through integrity, trust and ethical practices.





Department of Procurement  
**New Organization Chart**  
 FY2020

*The Best Lead the Rest*



**Mission** - To 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** - To achieve the highest standard of professional public procurement through integrity, trust and ethical practices.

# Performance Metrics



## Procurement Management Review

- Number of Procurement-ready requests                      Increased 58% this quarter
- Duration of Solicitations (Advertisement to CPO)              Down 35% this quarter
- Duration of Solicitations (CPO to Execution)                  Down 17% this quarter



# e-Procurement System Statistics

## e-Procurement System Review

- # of Solicitations issued 138
- # of Proposals/ Bids submitted 303
- # of solicitations with system issues reported 8
- # of Procurement System issues found 0

# 2020 Strategic Focus Areas

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- 1 Training
- 2 Communicating change
- 3 Measuring results
- 4 Changing mindsets
- 5 Breaking down silos

# Next Steps

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- 1 Local Preference Program
- 2 Market Research
- 3 Quality Assurance Program & Supplier Performance
- 4 Citywide Contracts & Strategic Sourcing
- 5 Performance Work Statement Template and Standardization

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