

#### **CITY OF ATLANTA**

## Department of Procurement

Quarterly Update Sept 16, 2020

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**Interim Chief Procurement Officer** 



#### **DEPT OF PROCUREMENT**

### **Targeting Excellence**

- Operational Improvements
- > Training
- > Standard Operating Procedures
- > Service Levels



## Operational Improvements

- On-boarding new managers.
- Massive increase in dept-wide training.
- Significant decrease in the number of open requisitions.
- Process improvements with Dept of Finance on direct pay conflicts.
- Process improvements with User Agencies on Trigger Package readiness to improve advertising phase completion.
- Decreased disparate interdepartmental advice between managers.

- In process on simplifying the search process for contracts.
- Pre-trigger meetings rather than waiting 3 - 10 days project meetings.
- Reviewing cloning the process to building the bid solicitations to save 75% of their time.
- Review of default tab reviews in the solicitation building software to save time.
- Returned bid bond checks so that vendors had use of earmarked funds during the economic challenges of the pandemic.







# TRAINING EFFORTS IN THE LAST THREE MONTHS

- Open Records training Chief
   Transparency Officer Kristen
   Denius
- Process Improvement training –
- CARESACT compliance training by Landmark Consulting
- Building a Solicitation in Oracle
- Evaluator analysis training
- ATL Cloud search training

- Legislative procedure training
- Zoom pre-bid administration training
- Financial Disclosure Form training
- Traits of Leadership training video
- Trigger Package assemblage training
- PPE and Service purchase compliance training
- Employee interaction training video

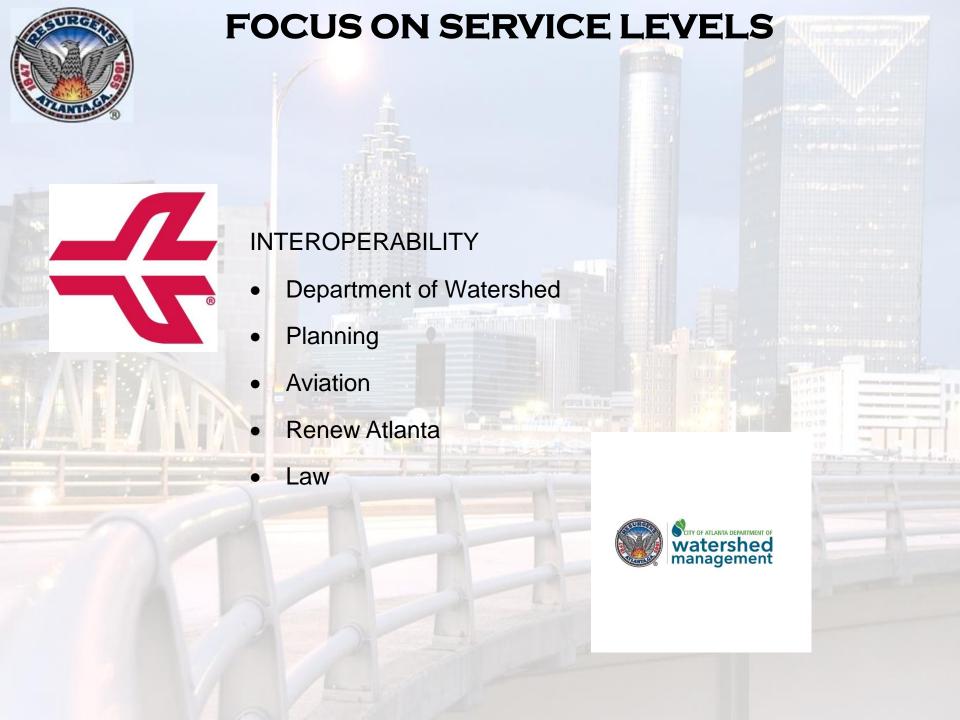


## STANDARD OPERATING PROCEDURE



#### WHY DO WE NEED A NEW SOP?

- Disparate advice
- Last updated in 2014
- User agency procedure training





# Questions?

