



CITY OF ATLANTA

Department of Procurement

**Quarterly Update
Sept 16, 2020**

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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 inter-departmental 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.



MAINTENANCE



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

FOCUS ON SERVICE LEVELS



INTEROPERABILITY

- Department of Watershed
- Planning
- Aviation
- Renew Atlanta
- Law



CITY OF ATLANTA DEPARTMENT OF
**watershed
management**



Questions?

