



**CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT**

QUARTERLY BRIEF TO FEC

Martin H. Clarke

Chief Procurement Officer

July 14, 2021

Agenda

1. Last Quarter Purchasing Recap

2. Last Quarter Operational Recap

3. DOP Innovations



Faster  Better  Smarter  Easier 

1. Last Quarter Purchasing Recap

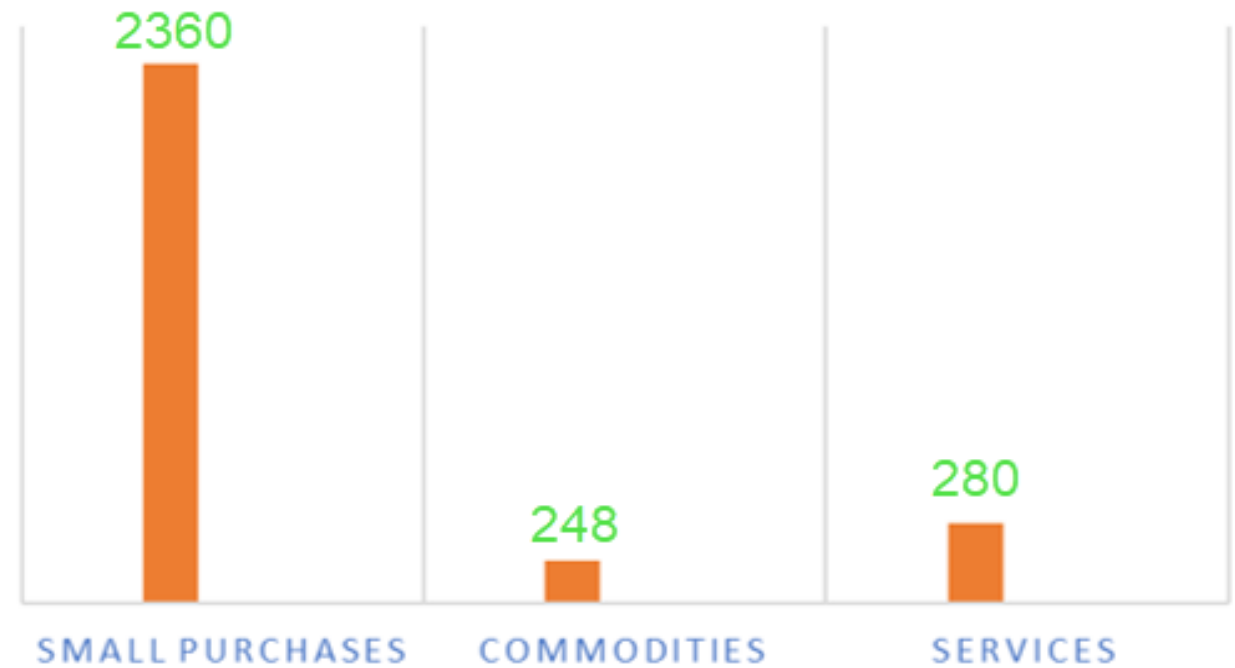
Last Quarter Purchasing Recap



Amount of Procurement Spend



NO. OF PURCHASE ORDERS ISSUED



Last Quarter Purchasing Recap



How DOP brings value to the City of Atlanta:

- Procured and executed the Everbridge Mass Notification and Alert System that combined four (4) user agencies into one (1) agreement
- Executed Pre-Employment Background Screening as a Cooperative Agreement with Sterling InfoSystems. Initially, the services for Sterling InfoSystems were done as direct payments for 3 years
- Facilitated a Special Procurement for the erection of the Evander Holyfield Statue, a collaboration with DoT, Atlanta Fulton County Recreation Authority (AFCRA) and the Hawks at State Farm Arena. This effort will result in the City becoming the first to participate in a Citywide Sports Walk of Fame



Last Quarter Purchasing Recap



Recently Awarded Projects for the City of Atlanta:

- **Inman Park Intersection Improvements** awarded to Astra Group, Inc. (\$359,613.50)- project includes improvements as follows: a. Krog Street at Lake Avenue – milling and overlay in the intersection, improved striping, crosswalks, and other minor improvements. b. Euclid Avenue at Edgewood Avenue – removing existing concrete islands, asphalt milling, resurfacing, and striping
- **West Wieuca Trail Project** awarded to Excellere Construction (\$1,789,000.00) – in conjunction with PATH Foundation – project includes pedestrian improvements and sidewalk widening installation along West Wieuca Road from Powers Ferry Road to Lake Forrest Drive bordering the north end of Chastain Park
- **2019 LMIG Street Resurfacing Project Group 2 South** awarded to Stewart Brothers, Inc. (\$2,734,131.00) - public right-of-way (ROW) improvements of 7.16 miles/ 19.36 lane miles of asphalt resurfacing, milling, point repairs, roadway striping, loop detector repairs, ramp upgrade for ADA compliance, ADA ramp installation, adjustments to utility and other miscellaneous structures in the ROW

Last Quarter Purchasing Recap



Recently Awarded Projects for the City of Atlanta:

- **South Fork Pedestrian Bridge Steel Ramp System Superstructure** awarded to JHC Corporation (\$470,439.00) – project includes infrastructure improvements for the installation of a pedestrian bridge steel ramp system superstructure. with concrete deck that will connect the prefabricated steel truss pedestrian bridges span to the existing grade at the confluence of the North Fork and South Fork at Peachtree Creek
- **2019 LMIG Street Resurfacing Project Group 1 North** awarded to Stewart Brothers, Inc. (\$2,721,496.00) - public right-of-way (ROW) improvements of 6.97 miles/ 19.42 lane miles of asphalt resurfacing, milling, point repairs, roadway striping, loop detector repairs, ramp upgrade for ADA compliance, ADA ramp installation, adjustments to utility and other miscellaneous structures in the ROW

Last Quarter Purchasing Recap



FY21 Highlights



17114 Reqs
Created



12249 PO's
Issued



87 Purchasing
Agreements
Authorized



371
Solicitations
Issued



2808 Suppliers
Onboarded



Faster  Better  Smarter  Easier 

2. Last Quarter Operational Recap

Last Quarter Operational Recap



- Leadership team attended **Building a Culture of Accountability** and non-management employees attended **OWN IT** training facilitated by the Department of Human Resources
- Consultant assisted with the update of departmental Standard Operating Procedures (SOP); the updated SOP, along with updated training, will forge a clear path for process and decision-making
- Completed the Resumption of Operations Plan
- Contract Specialist hired for the Services Division
- Participated in the FY22 budgeting process for all departments

Last Quarter Operational Recap



- **Easier** instructions on solicitations
- Implemented **quality control** measures
- Created the **City's first Top 10 List** guide for potential bidders, that illustrates most common mistakes on bids; this has already helped bidders and user agencies avoid common mistakes on procurement submissions
- **Contracts data cleanup** project removed stale contract data and updated current contract data
- Created and executed the **first ever Formal Leadership Training** program for DOP leaders



Last Quarter Operational Recap



- **Removed the requirement of RFP Proposal Guarantees**, a source of numerous non-responsive holdings and an unnecessary process
- **More responsive proponents due to new process for IIREA forms**— State law allows for an assumption of accuracy of the form. We now accept it as long as it's signed, and the supplier is therefore deemed compliant.



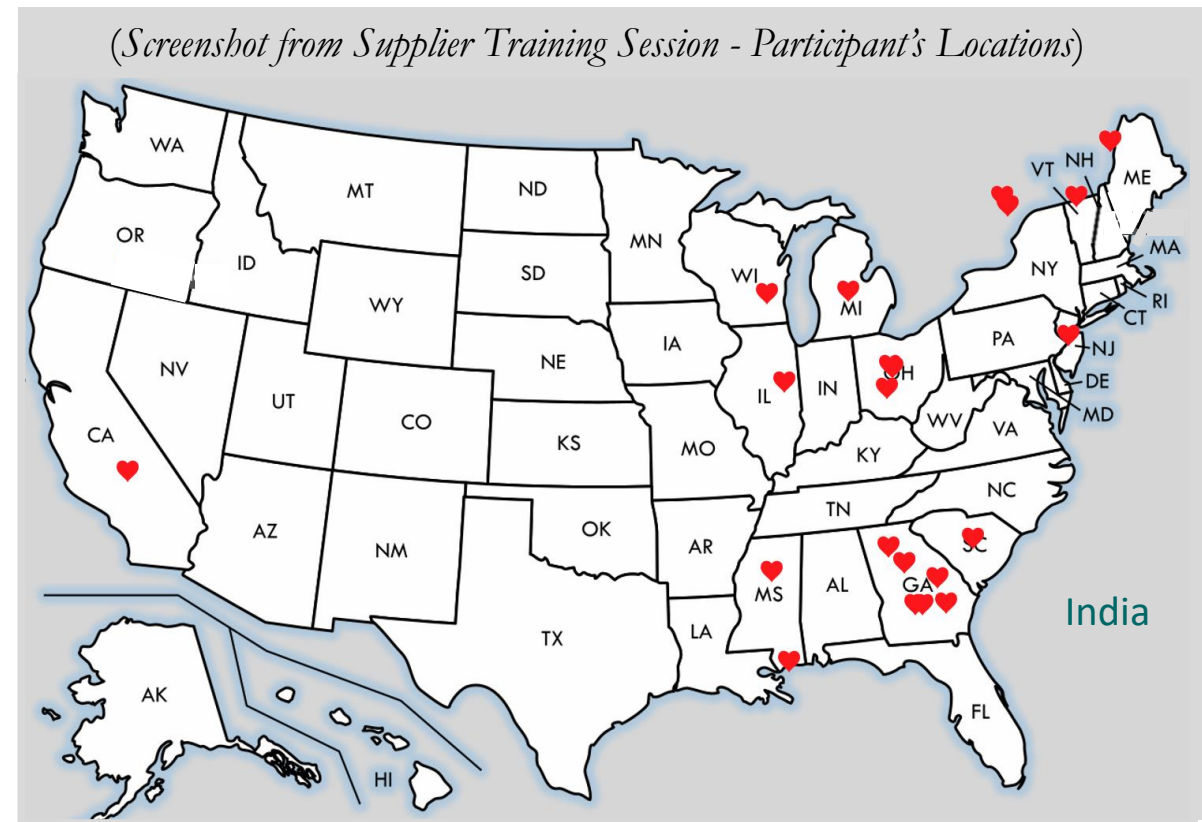
Last Quarter Operational Recap



Supplier Training:

➤ 152 people registered for our enhanced Supplier Training sessions; this is an increase of 52.8% compared to live training participation prior to COVID

➤ We are seeing an increase in participants from all over the country and several parts of the world



Last Quarter Operational Recap



- **External outreach events attended by DOP:**
 - Georgia Minority Supplier Development Council
 - Government Contracting Basics Business Development Workshop
 - Aviation Small Business Development Program Session
- **Conduct weekly reviews of the following metrics:**
 - Status of contracts over a year old
 - Smart report to see who is in the red and who is in the green
 - The average time to complete contracts by team member



3. DOP Innovations

DOP Innovations



Supplier Outreach

Transition to electronic payments

- Serviced some 384 suppliers to accommodate the City's shift to Electronic Payments

Open Records Request (ORR)

- Implemented and completed the development of a NEW Electronic Fillable ORR Form for DOP
- Completed and assisted approx. 100 ORRs from Jan 1st to Mar 31st
- Electronic filing system created for each ORR completed

DOP Innovations



Supplier Outreach

Training

- Launched an interactive Virtual Supplier Training engaging over 150 Suppliers across the nation
- Training Survey Stats:
 - 95% - approval rating on information presented
 - 96% - indicated they would be interested in participating in additional training opportunities with DOP
 - 100% - responded that they would recommend training to others
 - 90% - found the training engaging or extremely engaging



DOP Innovations



Technology

Transparency

- Created the City's first **open contract review portal** for the public to have access to executed contracts. We did so **with no additional cost** by leveraging the Socrata platform which is already used for data collection.
- Piloted the City's first ever **S.M.A.R.T** (Solicitation Monitoring and Reporting Tool) **dashboard** showing real time updates of procurements across 5 phases of the procurement process: Solicitation Phase, Proposal Development, Evaluation Phase, Legislation, Contract Signature.



DOP Innovations



Technology

ATLcloud

- **Implemented Inventory Management module** in coordination with the Office of Enterprise Risk Management to catalog, track, and dispense all PPE in compliance with federal, state, and local guidelines
- **Implemented new process for procuring Public Safety uniforms**, via spreadsheet upload, drastically reducing manual input
- Implemented a process for legislation requiring user agencies to encumber funds for projects via a requisition prior to submitting legislation so that **projects stall** for lack of funding after council approval. Trained all legislative liaisons on the new process
- Updated and reduced the number of NIGP codes from 5000 to 491 to streamline appropriate categories to improve spend analysis

DOP Innovations



Public Contracts Portal

Vendor Name	Contract Number	Contract Date	Amount	Fund	Department	Divison
ZOE'S KITCHEN	7033821	Mar 31, 2020	\$723.46	WATER & WASTEWATER REVENUE FUND	DEPARTMENT OF WATERSHED MANAGEMENT	DWM WATERSHED CUSTOMER CARE UNIT

Top Department
\$1.14 Billion
 DEPARTMENT OF AVIATION

Top 5

1. DEPARTMENT OF AVIATION
2. DEPARTMENT OF WATERSHED MANAGEMENT
3. NON-DEPARTMENTAL
4. Department Of Aviation
5. Department Of Watershed Management

Top Vendor
\$209.70 Million
 HOLDER-AUSTIN-MOODY-BRYSON, A JV

Top 5

1. HOLDER-AUSTIN-MOODY-BRYSON, A JV
2. ATLANTA AIRLINES TERMINAL COMPANY
3. KAISER PERMANENTE
4. NEW SOUTH-MCCARTHY, A JOINT VENTURE
5. US BANK

Top Expense Category
\$1.18 Billion
 PURCHASED / CONTRACTED SERVICES

Top 5

1. PURCHASED / CONTRACTED SERVICES
2. CAPITAL OUTLAYS
3. Capital Outlays
4. Purchased / Contracted Services
5. SUPPLIES



DOP Innovations



S.M.A.R.T Dashboard (OLD)

Department	Type	Buyer	Award Amt	Solicitation Development					Proposal Development					Evaluation Process					Legislation Process					Contract Signature					Status	%Total
				Start Date	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Comp	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Co			
	SP-S	Marie Spence		01-16-2020		286	10	2860			0	6			0	7			0	8			0	9			0	9	OPEN	715
	SP-S	Anthony Stanley		06-15-2020		179	10	1790			0	6			0	7			0	8			0	9			0	9	OPEN	447
	SP-S	Sandra Jeffrey		06-25-2020		171	10	1710			0	6			0	7			0	8			0	9			0	9	OPEN	427
Procurement	SP-S	Jessica Boston		11-22-2019		325	10	3250			0	6			0	7			0	8			0	9			0	9	OPEN	812
	SP-S	Marie Spence		06-05-2020		185	10	1850			0	6			0	7			0	8			0	9			0	9	OPEN	462
	SP-S	Briana Martin		02-18-2020		263	10	2630			0	6			0	7			0	8			0	9			0	9	OPEN	657
	SP-S	Marie Spence		01-27-2020		279	10	2790			0	6			0	7			0	8			0	9			0	9	OPEN	697
	SP-S	Sandra Jeffrey		01-24-2020		280	10	2800			0	6			0	7			0	8			0	9			0	9	OPEN	700
	SP-S	Sandra Jeffrey		06-09-2020		183	10	1830			0	6			0	7			0	8			0	9			0	9	OPEN	457
Aviation	SP-S	Shannon Newton		09-22-2020		108	10	1080			0	6			0	7			0	8			0	9			0	9	OPEN	270
	SP-S	LaTasha Cole		09-11-2020		115	10	1150			0	6			0	7			0	8			0	9			0	9	OPEN	287
	SP-S	Shaun Mabry		02-05-2020		272	10	2720			0	6			0	7			0	8			0	9			0	9	OPEN	680
	SP-S	Jalisa Simpson		03-27-2020		235	10	2350			0	6			0	7			0	8			0	9			0	9	OPEN	587
	SP-S	Sandra Jeffrey		04-27-2020		214	10	2140			0	6			0	7			0	8			0	9			0	9	OPEN	535
	SP-S	Patrice Lewis		08-05-2020		142	10	1420			0	6			0	7			0	8			0	9			0	9	OPEN	355

Projects show red when over SLA for a phase, or overall

DOP Innovations



S.M.A.R.T Dashboard (NEW)

Solicitation Development					Proposal Development					Evaluation Process					Legislation Process					Contract Signature					Status	%Total
Start Date	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Comp	Start Date	End Date	Cycle	SLA	%Comp	Status	%Total
06-29-2021	06-29-2021	1	18	5	06-29-2021		8	30	26			0	21				0	52				0	29		OPEN	5
06-28-2021	06-28-2021	1	18	5	06-28-2021		9	30	30			0	66				0	52				0	29		OPEN	5
06-29-2021		8	18	44			0	30				0	66				0	52				0	29		OPEN	4
06-29-2021		8	18	44			0	30				0	66				0	52				0	29		OPEN	4
06-29-2021		8	18	44			0	30				0	66				0	52				0	29		OPEN	4
06-29-2021		8	18	44			0	30				0	66				0	52				0	29		OPEN	4
02-10-2021		107	10	1070			0	6				0	7				0	8				0	9		OPEN	267
04-19-2021		59	10	590			0	6				0	7				0	8				0	9		OPEN	147
02-16-2021		103	10	1030			0	6				0	7				0	8				0	9		OPEN	257
06-29-2021		8	10	80			0	6				0	7				0	8				0	9		OPEN	20
04-13-2021		63	18	350			0	30				0	21				0	52				0	29		OPEN	42
06-15-2021		18	45	40			0	14				0	29				0	0				0	0		OPEN	20
06-15-2021	06-16-2021	2	18	11	06-16-2021	06-21-2021	4	30	13	06-21-2021		14	21	66			0	52				0	29		OPEN	13
06-14-2021		19	18	105			0	30				0	66				0	52				0	29		OPEN	9
05-14-2021	05-17-2021	2	45	4	05-17-2021		39	14	278			0	29				0	0				0	0		OPEN	46
05-12-2021	05-12-2021	1	18	5	05-12-2021	05-19-2021	6	30	20	05-19-2021		37	66	66			0	52				0	29		OPEN	22
04-29-2021	04-29-2021	1	10	10	04-29-2021	05-05-2021	5	6	93	04-29-2021	05-05-2021	47	7	671			0	8				0	9		OPEN	132
02-16-2021	02-16-2021	1	10	10	02-16-2021	02-19-2021	4	6	66	02-19-2021		100	7	1428			0	8				0	9		OPEN	262
04-19-2021		59	18	327			0	30				0	21				0	52				0	29		OPEN	39
04-13-2021	05-06-2021	18	45	40	05-06-2021	05-25-2021	14	14	100	05-25-2021		33	29	113			0	0				0	0		OPEN	73
04-01-2021	04-02-2021	2	45	4	04-20-2021	04-20-2021	13	14	92	04-20-2021	05-26-2021	27	29	93			32	1	3200			0	0		CLOSED	83
03-26-2021	03-26-2021	1	18	5	03-26-2021	03-29-2021	2	30	6	03-29-2021		74	21	352			0	52				0	29		OPEN	51
01-25-2021	01-25-2021	1	18	5	01-25-2021	02-10-2021	13	30	43	02-10-2021		107	66	162			0	52				0	29		OPEN	62
03-23-2021		78	18	433			0	30				0	66				0	52				0	29		OPEN	40
03-23-2021	04-13-2021	16	18	88	04-13-2021	05-05-2021	17	30	56	05-05-2021		47	21	223			0	52				0	29		OPEN	53
03-01-2021	03-18-2021	14	45	31	03-18-2021	04-06-2021	14	14	100	04-06-2021	05-10-2021	25	29	86			44	1	4400			0	0		CLOSED	108
02-26-2021	03-01-2021	2	18	11	03-01-2021	03-04-2021	4	30	13	03-04-2021		91	21	433			0	52				0	29		OPEN	64
01-05-2021	01-06-2021	2	18	11	01-06-2021	02-09-2021	25	30	83	02-09-2021		108	21	614			0	52				0	29		OPEN	90
04-13-2021	04-14-2021	2	18	11	04-14-2021	04-26-2021	9	30	30	04-26-2021		54	21	662			0	0				0	0		OPEN	64

Data cleanup and process improvements result in projects meeting SLAs (green)

DOP Innovations



Department Transformation

Business Process Improvements

- Developed Vendor Management Plan
- Engaging a Spend Analysis Consultant using ARP Funds
- Engaging a Consultant to make forms and applications easier and capable of being uploaded
- Slashed production times by 66%; which has improved completion time by one third (1/3) of the original time



DOP: What's Ahead



2021 A.R.I.S.E (A Renewed Investment in Supplier Education) Business Expo (August 18, 2021)

- Elicited the assistance of a Virtual Event Production Planner to provide guidance in making our FIRST Virtual Expo event engaging and memorable for our Supplier Community
- Utilizing Social Media, email invites, and Departmental website postings for exposure and to encourage participation

Business Process Improvements

- Engaging a Consultant to transform the department to a category-based operation
- Initiating a transformation solicitation to engage an Acquisition SME to align the DOP in a category based operational structure. The solicitation will focus on:
 - Technology
 - Process Re-engineering
 - Professional Development and Training



Thank You

Questions