



Procurement, Quarter 2, Fiscal Year 2013

Departmental Mission:

Procurement works as a team to obtain quality goods, services and construction in an open, timely, and cost-effective manner by a competitive, fair and socially responsible process in accordance with the law. Procurement is constantly improving its performance through enhanced customer service and continuous performance management.

"What you need to know"

Key Wins:

- Implementation of Senior Team Model
- Incremental Technology improvements

Key Challenges:

- Staffing Challenges
- Outdated Technology

Key Performance Indicators

*The Procurement Department is currently redeveloping key operational performance measures

Logic Model	Service	Indicator	Annual Target	FY12 Q2	FY12 Q3	FY12 Q4	FY13 Q1	FY13 Q2
Output	SS&E	Percent of departmental bids processed within 90 days	50%	41%	33%	57%	18%	42%
	SS&E	Percent of City-Wide contracts renewed/established before contract expires	75%	50%	52%	55%	45%	52%
	SS&E	Average number of responses for competitive bids	3.00	2.47	2.73	2.60	3.21	3.48
	SS&E	Percent of competitive bids with single responses	25%	25%	26%	33%	32%	23%

Additional Operations Metrics:

Public Works

- 29: Number of public works bids awarded
- 130: Average number of days from bid initiation to award

Inventory

- 1/3: Inventory turn-over ratio (number of assets added: number of assets removed)

Recent Highlights

During the most recent quarter, the Procurement Department continued *to fill departmental vacancies*, and *streamline internal processes* to work towards transforming the way the City does business.

6%: Percent of positions are vacant

15%: Percent of employees that are retirement eligible

42%: Percent of departmental bids processed within 90 days

52%: Percent of City-Wide contracts renewed/established before contract expires

