



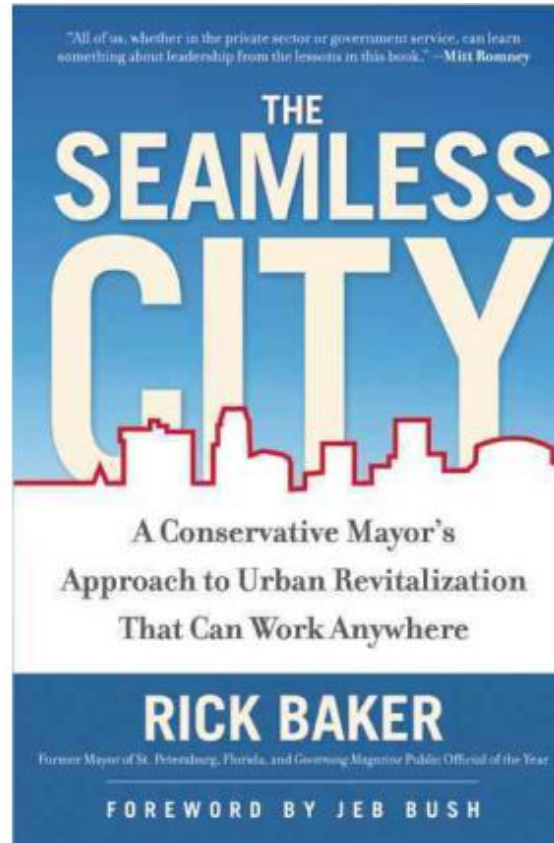
5 QUESTIONS FOR PURCHASING

BRIAN STRONG

Welcome

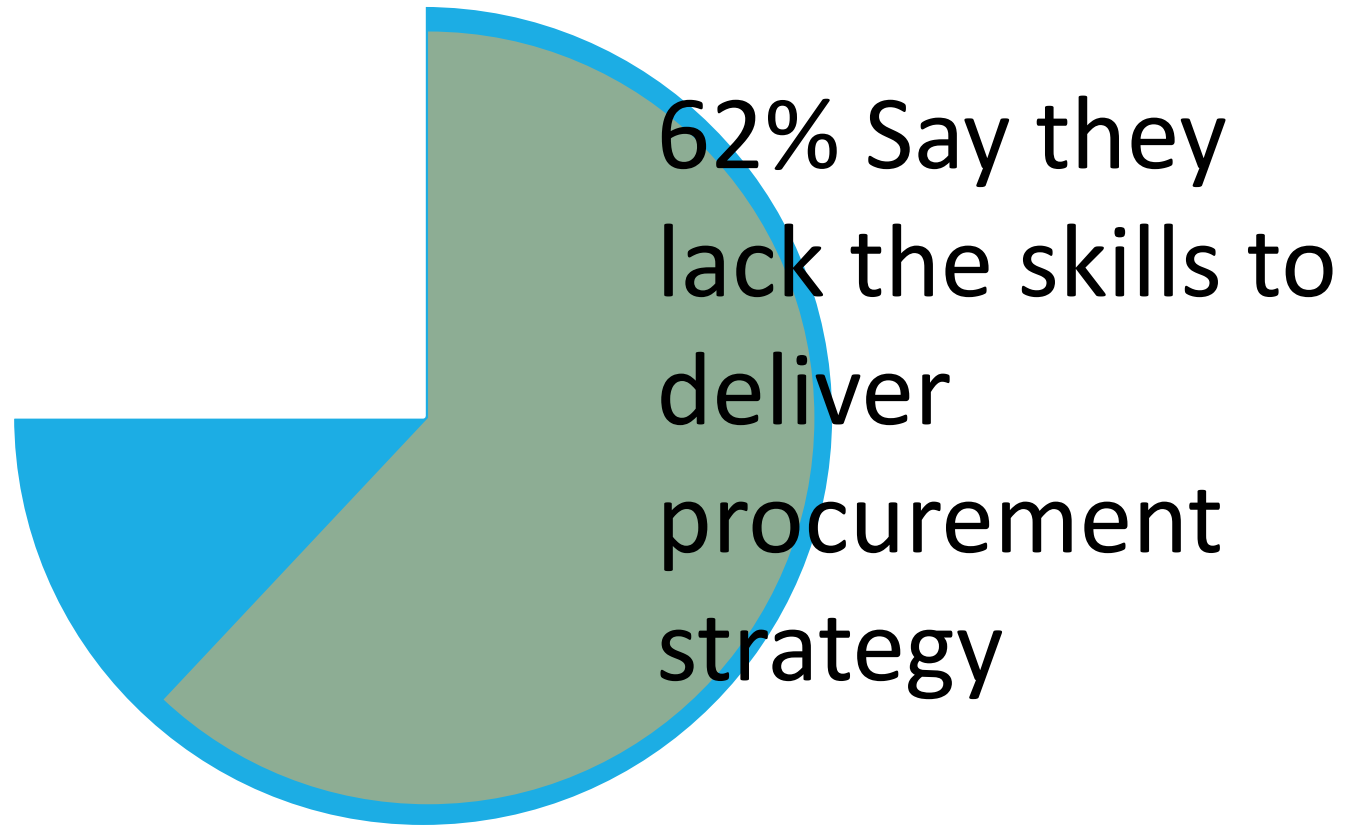
Brian Strong, CEO

- ✓ Built a Purchasing Network with over 215 governments
- ✓ Passion is Fixing Common Problems with Technology
- ✓ Key to Success – Listening



Procurement Priority for 2016

75% Save Money



Have a goal...we no plan

CLOSE TO HOME

BY JOHN McPHERSON



Why is purchasing so important!



Every year, 1 out of every 3 dollars governments spend goes toward purchasing something

5 questions to ask purchasing



1. Process for vendor registration?
2. Ways we purchase?
3. How is our distribution and responses?
4. Why contract management?
5. What metrics?

75 % want to reduce cost

1. Hard Cost

- Better Pricing
- People
 - Most Governments we do talk to do have a staff problem in purchasing...not enough staff.

2. Soft Cost

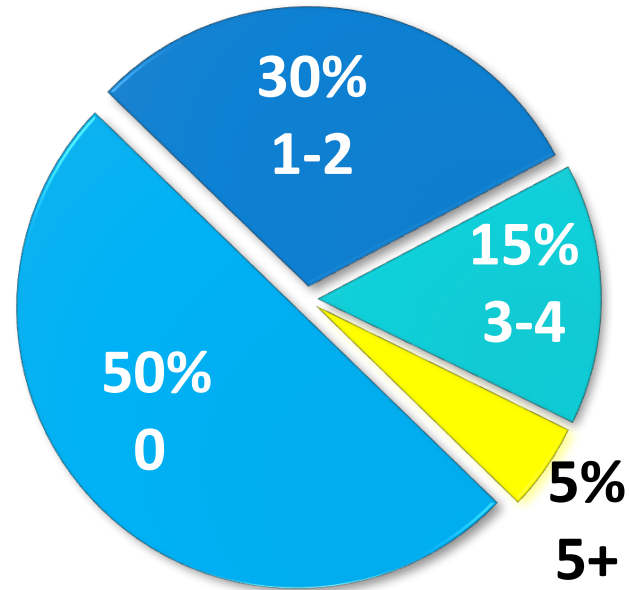
- Efficiency
- Better Data
- Effectiveness

Vendor Management



Business Survey

Registrations with Local Governments



97.5% of Businesses want to do business with Local Governments.

95% of Vendors are willing to travel 50 miles.

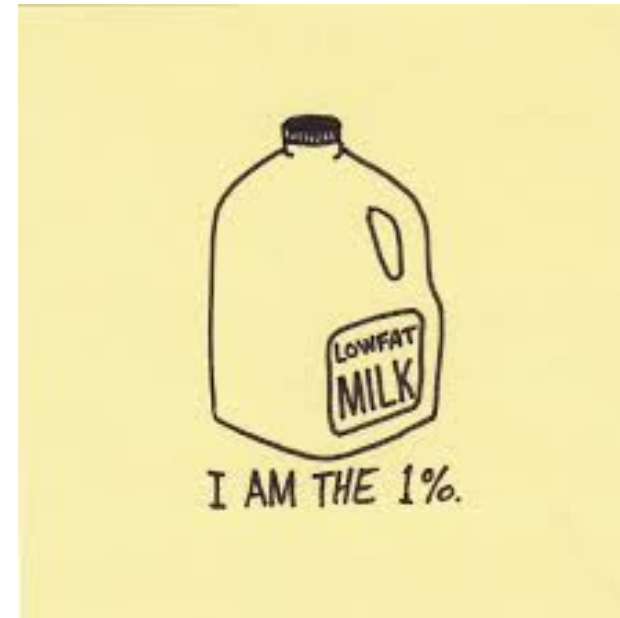
- 42 city and county governments in 50 miles of Knoxville

Averages on Vendors

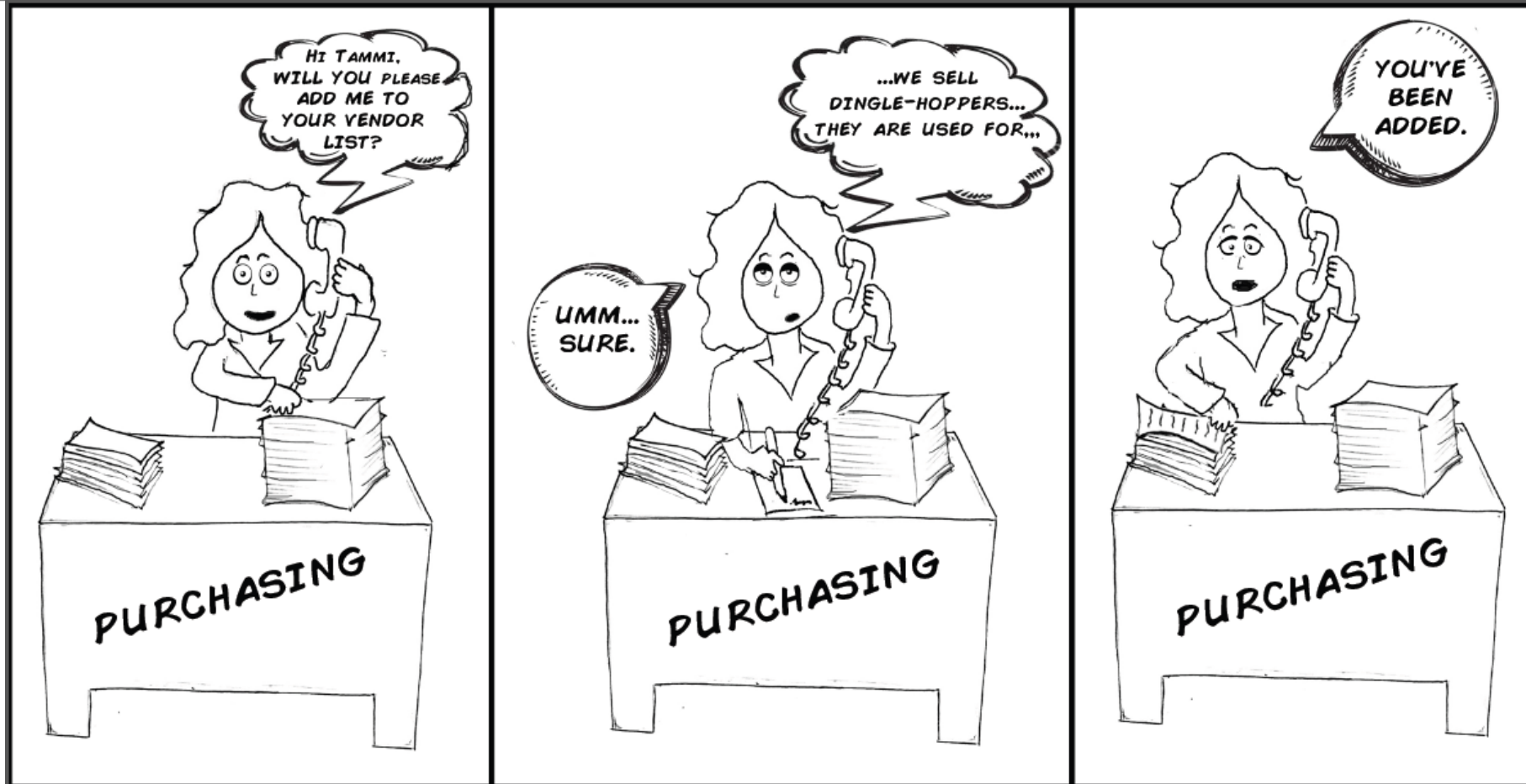
What is the % of vendors paid less than a \$1000 annually?



Percentage of Total Expenditure?



Paper Based



Why you want online registration

Interruptions

- 23 minutes for a worker to return to the original task
- Interruptions can take up to 238 minutes (~4 hours) a day

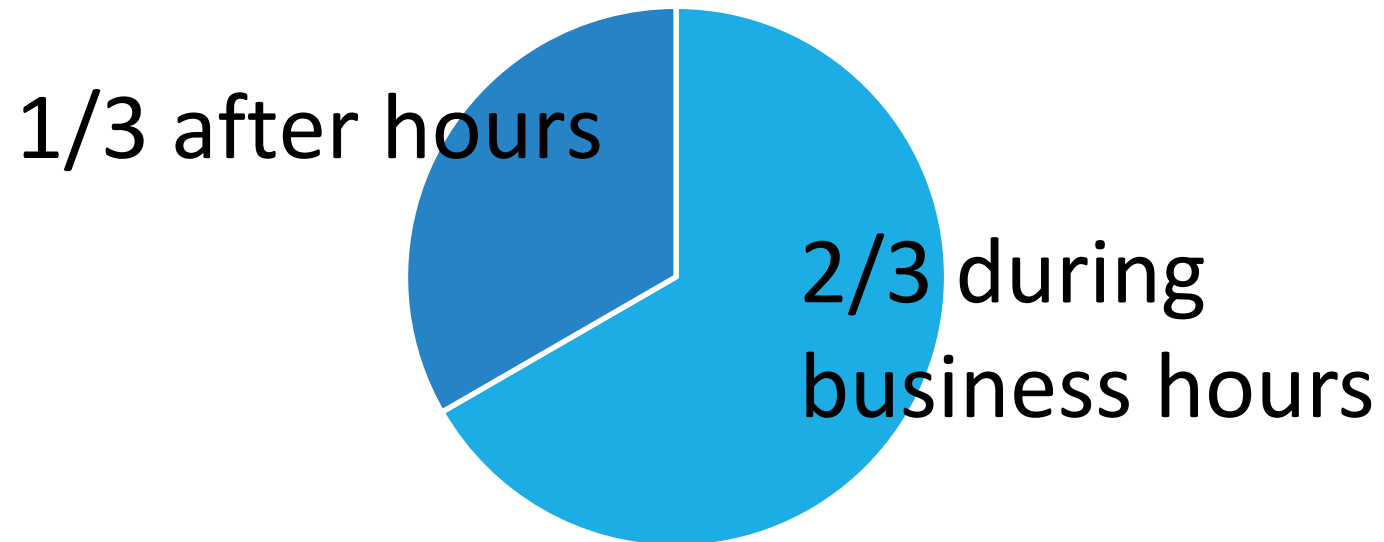
<http://www.wsi.com/articles/SB10001424127887324339204578173252223022388>

<https://www.washingtonpost.com/news/inspired-life/wp/2015/06/01/interruptions-at-work-can-cost-you-up-to-6-hours-a-day-heres-how-to-avoid-them/>



When do vendors register

When vendors register



12% register between 9:00pm-10:00pm

Federal Grants

2 CFR §200.321

4 CFR Subtitle A Part 80

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

Placing...on solicitation lists??

You have to know these vendors

You need your own list!

You need to know what they do!

Collect Information for yourself

Collect the information you need

- Everify
- W-9
- Etc.

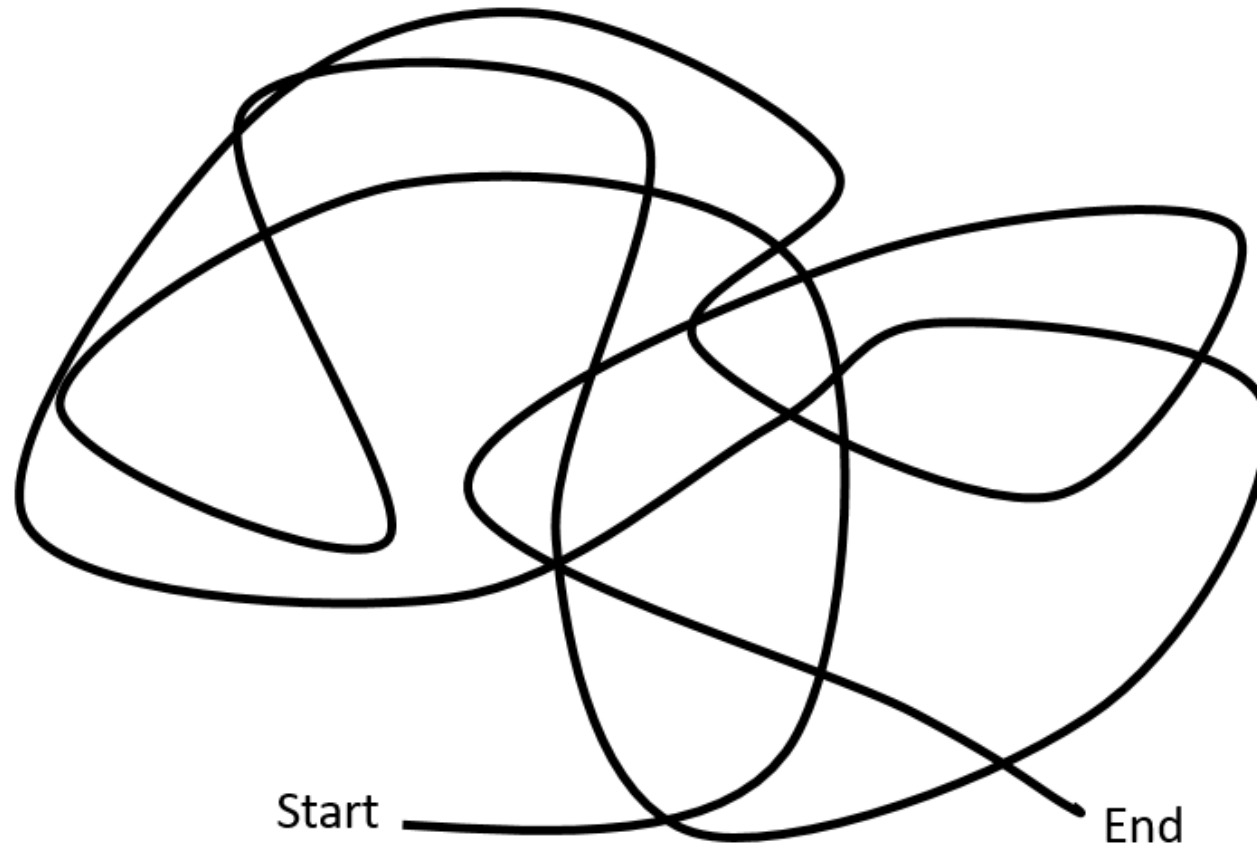
Metrics you should know

- Number of vendors you have

Use Commodity Codes



Purchasing process



Centralized or Decentralized Purchasing

Know the ways you purchase

Know how you purchase

Know what you purchase

Know the way you purchase

P-Card

Quotes

Departments

Purchasing

RFP/Sealed Bids

Sole Source

Coop

State Contract

Know what you purchase

Parks and Rec

Fire Department



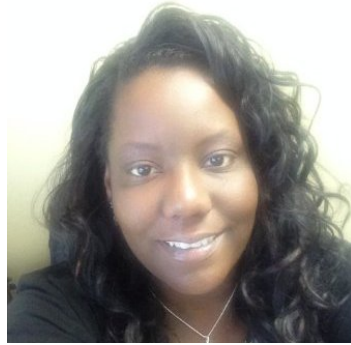
\$15,000.00



\$30,000.00

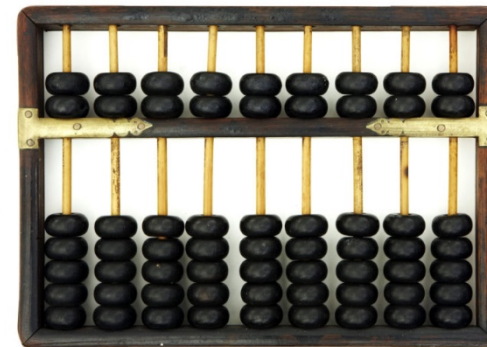
\$15,000.00

Someone needs to own the data



System

Person



Distribution/Response



You have to get the word out.

Newspaper

Website

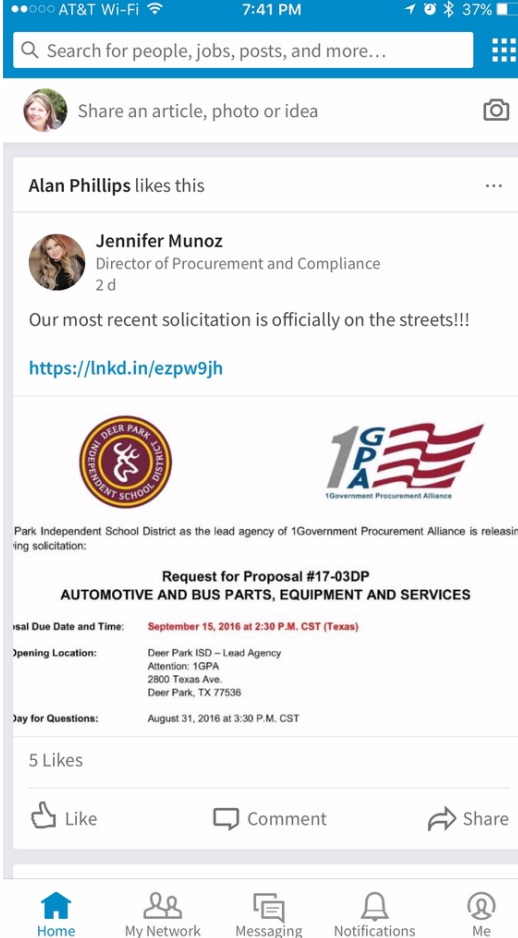
State Sites

Emails

Outreach

Social Media

Social Media



AT&T Wi-Fi 7:41 PM 37%

Search for people, jobs, posts, and more...



Share an article, photo or idea

Alan Phillips likes this

Jennifer Munoz
Director of Procurement and Compliance
2 d

Our most recent solicitation is officially on the streets!!!

<https://lnkd.in/ezpw9jh>

Park Independent School District as the lead agency of 1Government Procurement Alliance is releasing the following solicitation:

**Request for Proposal #17-03DP
AUTOMOTIVE AND BUS PARTS, EQUIPMENT AND SERVICES**

Proposal Due Date and Time: September 15, 2016 at 2:30 P.M. CST (Texas)

Opening Location: Deer Park ISD – Lead Agency
Attention: 1GPA
2800 Texas Ave.
Deer Park, TX 77536

Day for Questions: August 31, 2016 at 3:30 P.M. CST

5 Likes

Like Comment Share

Home My Network Messaging Notifications Me

Federal Grants

2 CFR §200.321

4 CFR Subtitle A Part 80

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(2) **Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;**

1. You have to notify if you know them:

Small Businesses

Minority Businesses

Women Owned Businesses

2. Assuring??

PROVE IT!

Addendums!!



Contract Management



One Central Place

All Documents in 1 place

Keep Track of:

- Contract Expiration
- Certificate of Insurance

Department use contracts you have.



Metrics

WE 
METRICS

Why Metrics

Improvement

Areas of Focus

Understand Trends

Check

Goals

Metrics you should be tracking

Vendor

- Number of vendors you have
- Number of local vendors
- Number of Small Businesses, Women and Minority Owned Businesses
 - Super Circular OMB Uniform Guidance 2 CFR 200.321
 - EDGAR 34 CFR Subtitle A Part 80 (School Districts)
- Change year -to-year
- Break of vendors by commodities

Purchasing Process

- How your purchases are broken down

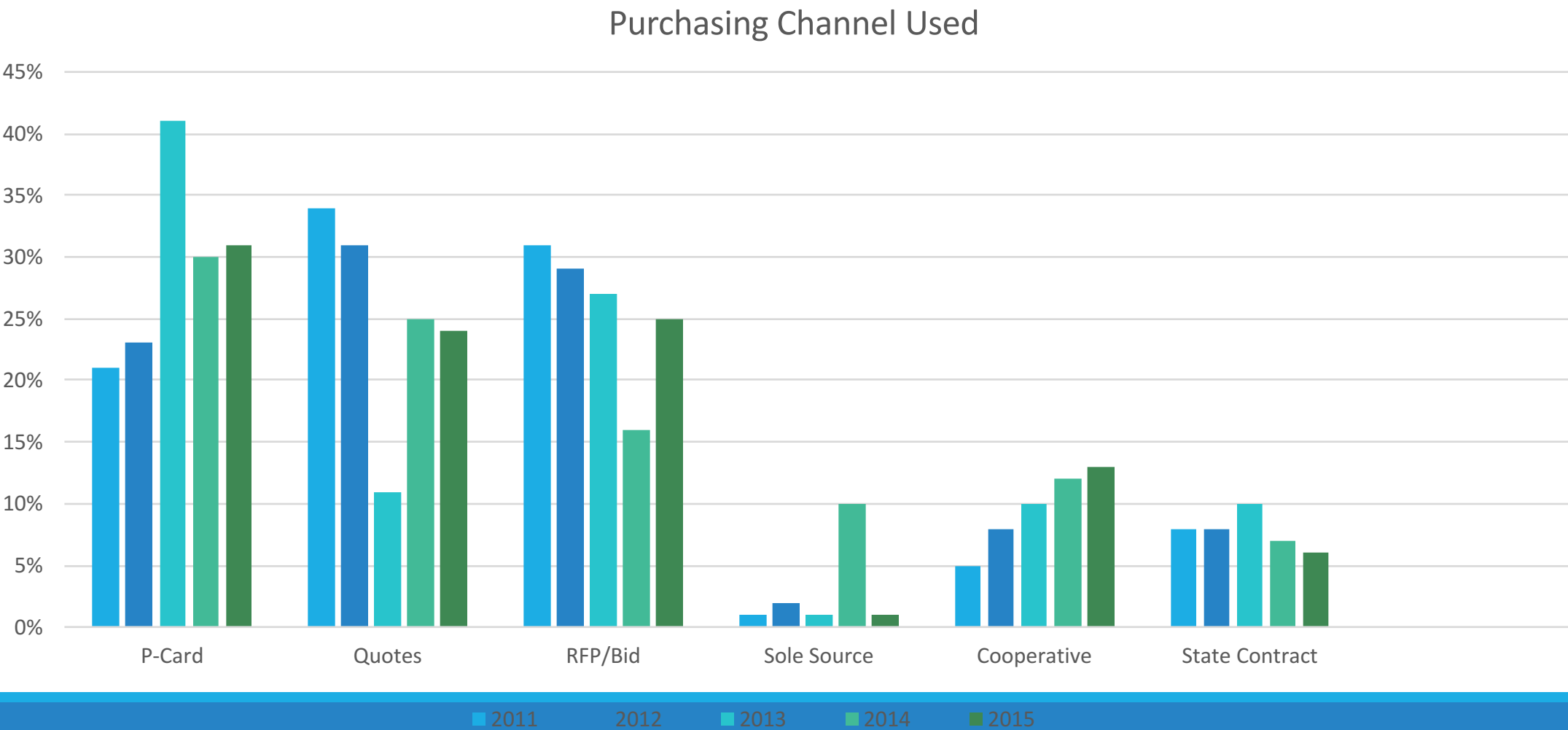
Distribution and Responses

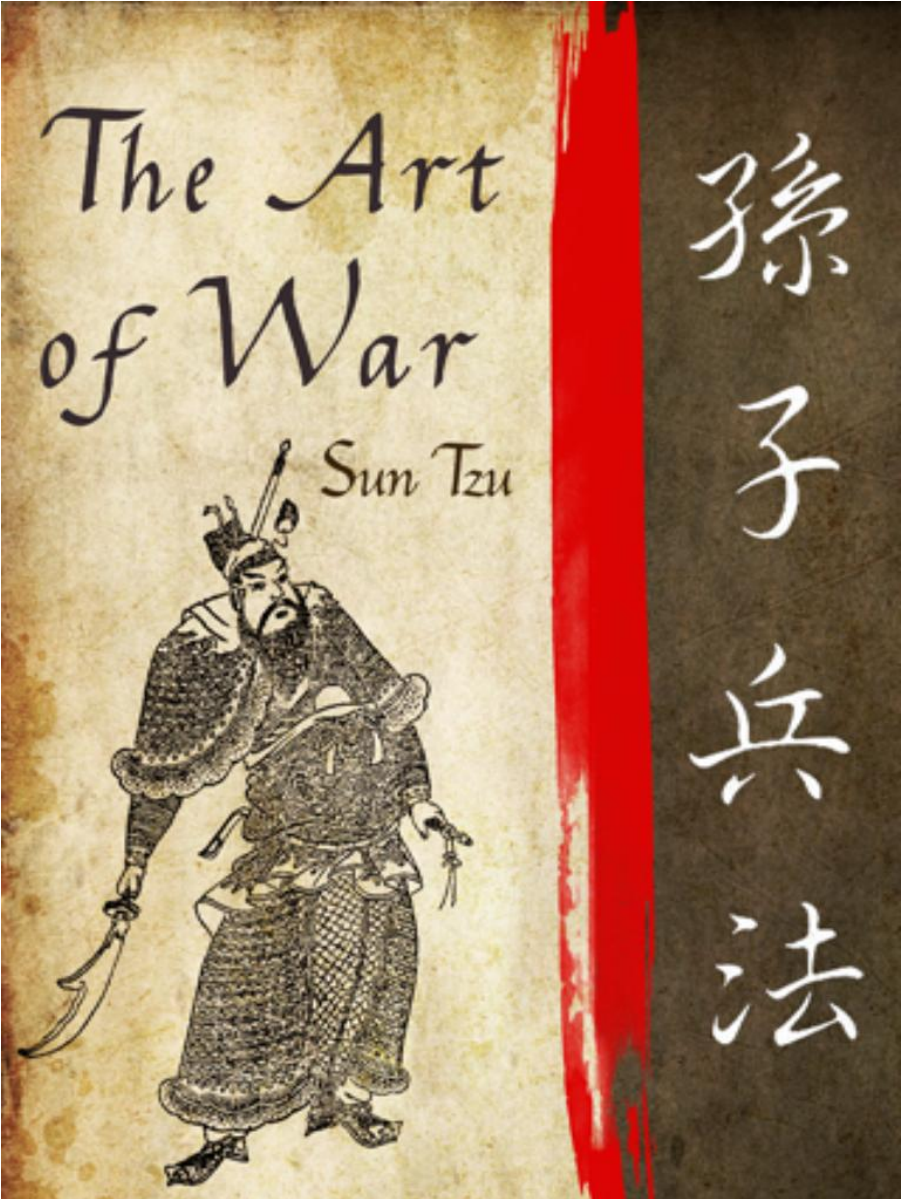
- What are the ways you distribute
- Average number of notifications
- Average number of responses
 - Quotes
 - RFP/Bids

Contracts

- Active Contract
- Average number of contract
- Expiring contracts
- Expiring COI's

Know how you purchase





Brian Strong

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That's all Folks!