

PROCUREMENT DIVISION

CONSOLIDATION TASK FORCE

INTRODUCTION

Procurement's Buying and Administration activity is a centralized function that oversees the procurement of goods/services/capital improvements and professional services for the City of Jacksonville and its using agencies in accordance with Chapter 126 of the Municipal Code

- Buying and Administration – 23 employees

Additional Procurement Activities

- Copy Center – 3 employees
- Central Mailroom – 2 employees

WHO MUST USE CITY OF JACKSONVILLE PROCUREMENT ?

- Offices of the Mayor, City Council and Constitutional Officers
- All Executive Departments reporting to the Mayor
- Board, Agency, Commission or other unit of the City
- Waived only by legislative action

PROCUREMENT BY THE NUMBERS

\$300 million dollar annual spend

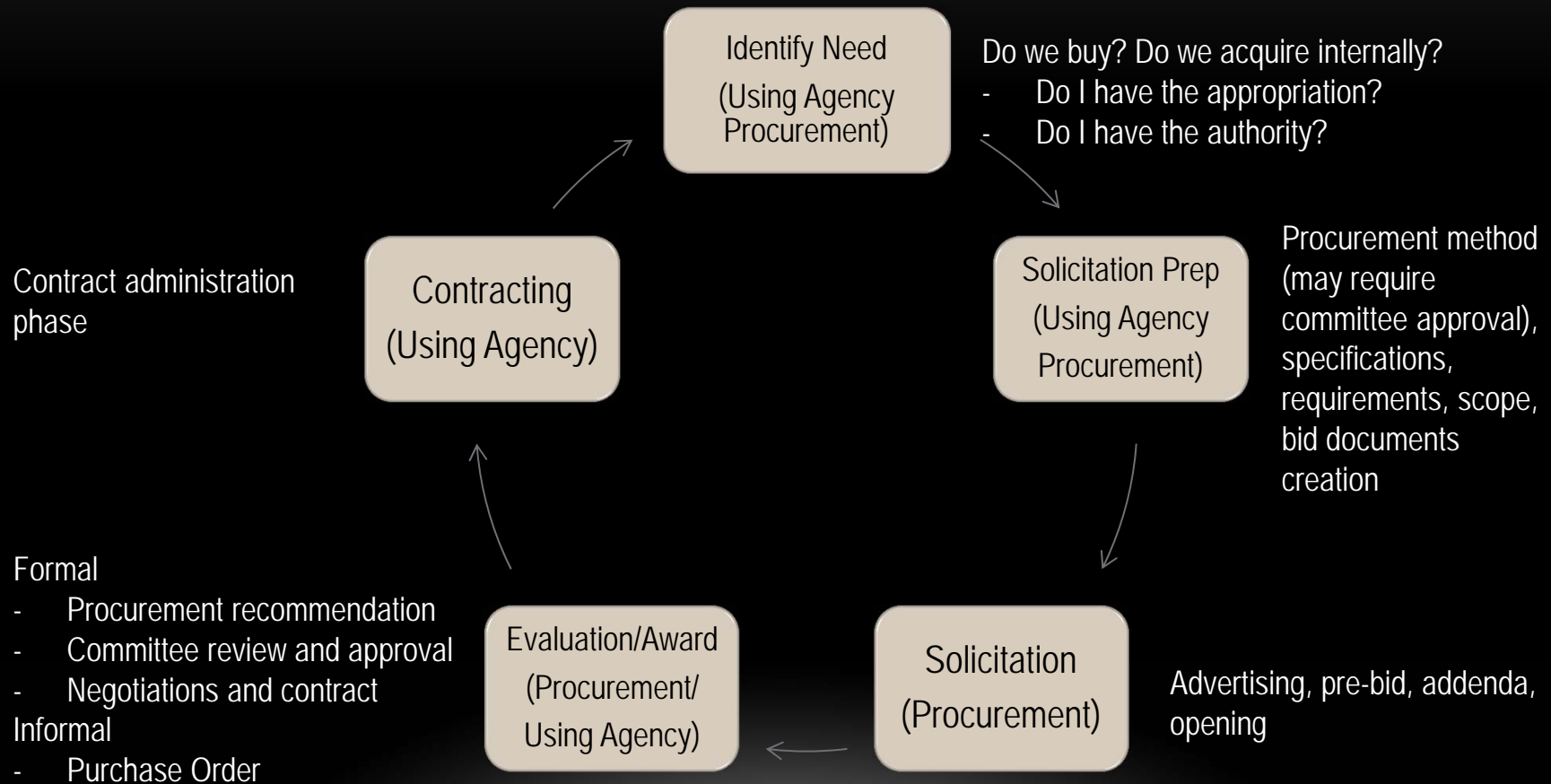
400 formal actions annually

17,000 purchase orders annually

OUR PROCUREMENT MODEL

- Hybrid of Centralized Procurement (Very common in Government Procurement)
 - Using agency is heavily involved
 - Centralized control for continuity and compliance
 - Economy of scale
- Governed by local, state and federal law
- Regulatory function to ensure compliance with Ch. 126 and provide transparency to the procurement process as well as ensure the greatest economic value for the City and tax payers
- Not a cost recovery activity
 - Except for Copy Center and Mailroom functions

PROCUREMENT PROCESS CYCLE



OPPORTUNITIES FOR IMPROVEMENT

- Code changes
 - Clarify protest procedures – too many points of entry
 - Revamp makeup of committee members – OGC and Procurement rep should be staff, not voting
 - Look at CCNA scoring for ten standard criteria, is point system most efficient and yield best result, best fit for non-capital or design-architect-planning study?
 - Not all professional services should be handled under CCNA
 - Need to modify sole source and proprietary to just a “single source” award
 - Consolidate awards committees – do we need three committees?
 - Explore combining Procurement Manual and Procurement Code into one document – streamline, easier to understand process
- Spend analysis – future consolidation of procurement or procurement related activities for independent boards and authorities
- Expand use of e-procurement

ACCOMPLISHMENTS

- Reduced the number of procurement protest by 35% from FY 11 (40) to FY 12 (26)
 - 19 as of 9/24/13 for FY13
- Brought Procurement surplus auctioning activities into the 21st century by leveraging online technology to implement the City of Jacksonville's first ever online auction. Original projections were hopeful of a 20% increase in revenue. Latest figures show an actual increase projected to be over 40%
- In 2012 successfully rebid two long term professional services contracts resulting in approximately \$7 million dollars in cost avoidance
- Responding to the need for more transparency and better communication in the procurement process, implemented an automated e-mail bid notification system
- Eliminated \$140,000 in annual operating expenses by; renegotiating Xerox lease contract, automating certified mail process, complete privatization of City Courier Service
- Assisted in the drafting and passage of City Ordinance 2011-535-E sponsored by Councilman Holt, to increase oversight of construction change orders in an effort to reduce "scope creep" and unnecessary contract increases. Implemented additional procedures to ensure compliance with ordinance
- Recently revised and updated the Procurement Manual from 2007 (Formally the Administrative Code)

QUESTIONS?

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