

Department business plan update

Procurement Services

April 28, 2020

Department overview

- Reporting directly to the Chief Financial Officer, the Procurement Services Branch (PSB) considers itself stewards of the County's financial resources. PSB provides leadership and guidance to the organization through sound advice on procurement strategies and implementing leading practices.
- PSB is responsible for setting corporate policy, providing governance, and delivering a full range of business services including procurement facilitation, training and consulting.
- The functions of Procurement Services are governed and guided by all policies, practices, acts and plans (and any related procedures) to ensure professional and ethical conduct and alignment with other corporate requirements.
- PSB is comprised of one Manager, six professionals who operate independently as a team and one administrative support staff member.

Core business functions

- Notice of Awarded Contracts
- Procurement Consulting
- Procurement Training
- Public Procurement Process Facilitation

Progress on core function forecast

Notice of Awarded Contracts

- We said we would...
 - continue to keep the information posted and up to date on the open data portal.
- Successes and challenges in the current year...
 - we have continued to maintain the information, and keep it up to date.
- Here's where we are...
 - information received from Legislative and Legal Services regarding various department contracts are posted within a reasonable timeframe.

Progress on Procurement Consulting

- We said we would...
 - support all departments.
- Successes and challenges in the current year...
 - consulting with departments on best procurement strategies to meet their needs while expanding our capabilities and realizing process efficiencies.
 - reviewing RFX documents for departments before they post to provide feedback and ensure governance compliance.
- Here's where we are...
 - getting involved in the planning stages of a project to ensure procurement strategies are established early and project teams are made aware of required timelines and all information required reducing the number of rushed or single sourced contracts due to timing delays.

Progress on Procurement Training

- We said we would...
 - support the organization by providing training.
- Successes and challenges in the current year...
 - facilitated buyer workshop to train 23 employees on under threshold procurement protocol.
 - coordinated Public Sector Procurement Professional (PSPP) Certificate to train 30 employees on over threshold procurement protocol.
 - coordinated Statement of Work training and provided 8 sessions to train 91 employees on guidelines for drafting precise deliverables for procurements and contracts.
- Here's where we are...
 - PSB is coordinating Canadian Law Certificate training for 2020.

Progress on Public Procurement Process Facilitation

- We said we would...
 - build better business partner relationships to understand business needs, enhance services and streamline processes.
- Successes and challenges in the current year...
 - newly approved positions and implementation of E-Procurement tool (Bonfire) assisted in decreasing “wait” times from three to six months, to three to five business days.
 - PSB team implemented a new model to provide a direct line to a single point of contact for our major clients to build better supports and partnerships.
 - collaboratively worked with Fleet Services to develop five-year contracts for Para Buses and 40’ busses to realize more efficiencies and standardization.
- Here’s where we are...
 - PSB received 169 requests for a public procurement number in 2019.
 - 113 of those requests were assigned to PSB to facilitate.

Employee engagement

Engagement survey theme	Engagement initiative	People Plan focus area
Staff and resources	Monitor workloads, maintain open door policy and open lines of communication, provide staff with tools, resources and time to complete assigned tasks	Clear Purpose, Team, Trust
Communication	Maintain high level of information sharing within the branch by encouraging sharing on lessons learned in all team meetings	Clear Purpose, Team, Trust
Career growth, staff and resources	Support and encourage acting and secondment opportunities to enhance professional development and cross functional learning	Leadership, Accountability

Initiatives

- PSB has no Initiatives for 2020

Questions?

