

Department/Unit: Procurement Services
Year: Fiscal Year 2018-2019
Contact Name: Mary Aldredge
Contact Title: Associate Director, Procurement Services

Unit Overview/Mission/Purpose

Procurement Services is tasked with assuring that measures are in place to meet all compliance requirements (laws, regulation and/or policy) and obtaining the best value and price for the goods and services. This supports fiscal stewardship.

Staffing

	FY16	FY17	FY18	FY19
# Full Time Staff	5.25	4.25	4*	3
# Student Employee FTE	0	0	0	0

*One FTE was included in Procurement Services budget but was full-time in the Controller’s Office.

Success Outcome 1:

Requisition to Purchase Order cycle times are an indicator of procurement agility and efficiency. Purchasing goods and services required for university-critical projects, maintenance/repairs and general operations using pre-negotiated contracts improves compliance, cost and requisition processing time. The buyer’s role is to review their assigned requisitions for accuracy and when applicable direct the department to a pre-negotiated contract or assist the department in the solicitation process.

KPI 1.1

Data: Requisitions/Purchase Orders processed through the WrightBuy (Jaggaer Software) system.

Result: Measure the types of requisitions and purchase orders processed through the WrightBuy system. Change Orders reflect a modification to a purchase order for whatever reason and the Punch-Out indicates the successfulness of pre-negotiated contracts and their usage when a Punch-Out is available from the suppliers.

Response/Action Plan: This KPI measure the types of orders processed and whether modifications to orders are needed. Therefore quantity or count is the desired measure, not dollar amount. Dollar amounts could skew the results. The decline in the eDPO (electronic departmental purchase order) form, from FY16 to FY19, was due to the fact that the form could not budget check prior to the purchase being authorized. The eDPO form was discontinued in FY18 except where a revenue account is used.

Requisitions/Purchase Orders				
	FY16	FY17	FY18	FY19
Requisitions				
eDPO's	7467	6198	120	8
Change Orders	429	334	434	122
Regular	10344	8122	11630	3620
Total	18240	14654	12184	3750
Purchase Orders				
Punch Out	6058	4741	4318	1437
Regular	11709	9771	7506	2313

Total	17767	14512	11824	3750
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KPI 1.2: Average requisition cycle times with average requisition dollar amounts.

Data: Cycle times and dollar amounts from WrightBuy reporting and manual calculations.

Result: The majority of the requisitions that are processed in 0 – 5 days indicates either the successfulness of pre-negotiated contracts or compliance with the University policy (requisitions under \$10K only require the suppliers attached quote). The requisitions above the 30 day processing time generally indicates compliance with State laws, Federal laws and University policy.

Response/Action Plan: The procurement team processes 97% (on average) of requisitions that are completed in the WrightBuy system in under 14 days. Of those 77% (on average) are processed in under 4 days. The remaining 3% are requisitions that are either waiting on legal review or have other issues. These cycle times show the success of pre-negotiated contracts and staff training.

KPI 1.3: Solicitations (ITN's and RFQ's) and their associated cost savings.

Data: Buyers fiscal year Cost Savings /Avoidance report.

Result: Buyers are required to bid projects and/or aggregated spend by commodity over \$25K. This enables the University to realize a one-time cost savings on a project and/or enter into a pre-negotiated contract, with a length of no more than 5 years, for University wide cost savings on goods, services and administrative processing time.

Response/Action Plan: Each buyer is required to keep a bid log and then complete a cost savings/avoidance report when asked. This information is then calculated manually from the bid tab. In the past, it was based on low bid vs second low bid. The difference would then be the cost savings. If relevant you could calculate bid award vs current pricing but generally since a contract/price agreement was ending, bid amounts would be higher than current pricing. The "Total Cost Savings" line reflects the bids where the buyer receives multiple bids and the low bid is then subtracted from the second low bid. It does not include those bids where only one bid was received or when it is difficult to calculate an actual cost savings such as an hourly rate contract for services rendered and the number of hours are unknown and/or multiple items and quantities are unknown.

Solicitations / Cost Savings				
	FY16	FY17	FY18	FY19
Bids Performed	48	34	31	9
Total Cost Savings	\$75,836.25	\$317,343.31	\$90,468.89	\$15,000.00