



Procurement and Contracting OPERATIONAL OVERVIEW

Division of Business Services
September 2021

Procurement and Contracting Department
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Organizational Overview

Procurement Authority is provided by the Board of Education (BOE) via Colorado Revised Statute §22-32-109. The BOE of D-11 is elected to establish a centralized system staffed with trained procurement professionals to facilitate the efficient acquisition of supplies, equipment, services, construction, and real property, as well as the disposition of surplus property. In addition, the Facility Rentals office is part of the Procurement Department.

The District 11 Procurement and Contracting Department is accountable to the Superintendent, reporting through the Chief of Business/Operational Services, for ensuring integrity in the procurement process. The department provides expertise on contracts ranging from small dollar value procurements to large, complex acquisitions, contract administration, while ensuring top-quality customer service. A variety of tools from formal contracts to use of pre-established purchasing instruments to intergovernmental agreements are used to achieve the most efficient and cost-effective acquisition for all purchases handled by the department. Support includes not only the transactional aspects of contracts and rentals but also assistance in developing requirements, conducting market research, evaluating risks and benefits to obtain best value solutions that are financially sound. The total staffing for Procurement and Contracting and Facility Rentals is comprised of eleven Executive Professional FTEs and one Education Support Professional FTE. This is a team of trained, experienced professionals dedicated to support student achievement by ensuring quality procurements and outstanding customer support.

- **Vision Statement:** Our quest is to open doors for student success by providing superior solutions through contracting.
- **Mission Statement:** Apply best business practices to obtain best value solutions that support our core business - student achievement.
- **Governing Policies:** DJ, Procurement and Contracting
KF, Community Use of District Real Property

Top Activities/Projects for FY2020-2021

- Exceeded targets for “efficiencies” key performance indicators!

| Efficiency | FY 20-21 |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost savings/Price Reductions | \$149,283 |
| Cost avoidances | \$410,880 |
| Revenue generated | \$444,237 |
| Numerous Process Improvements | Bonfire RFP Templates + J&A Template & Guide + DAR Updates + Small Business Tracking + New Vendor Registration + Charter School Contract Facility Use Agreements |
| Total | \$1,004,400 |

- We negotiated **127 new contracts** which includes charter school contracts, MOU's, MOA's, partnership agreements, grant funded contracts, and consultant agreements. Total dollars in all contract actions is \$61,796,793. Of which 84 were over \$100,000 and reported to the Board of Education.
- This is the 13th year this department oversees all charter school contract and programmatic activity. This past year we processed and executed 1 renewal application; one new application that chose to withdrawal due to COVID volatility in both facility availability and enrollment. Two of our charters received major capital renovations to their District owned facilities. We finalized a Facility Use Agreement for incorporation into their charter contracts for next SY.
- This department also oversees all real estate contract transactions. The two transactions this year were for the sale of the 10-acre parcel of vacant land near PAFB and the right of way sale to the City for improvements near 30th street (Near Howbert ES). Both closed this FY and proceeds go into the capital reserve accounts.

Accolades and Audits

- In 2006 and 2012 the Department was recognized with the Outstanding Agency Accreditation Achievement Award by the National Institute of Governmental Purchasing – a coveted Procurement industry designation that is held by only 90 governmental agencies operating in the United States and Canada
- In 2010 the Rocky Mountain Governmental Purchasing Association (RMGPA) Individual Award recognized Ruth Smith, Senior Contract Specialist, with the RMGPA Distinguished Service Award. This award was given in recognition of her dedication, commitment, enthusiasm and outstanding efforts to the association and profession.

TEAMING TO SUPPORT CUSTOMER NEEDS

Although a centralized organization, the staff routinely meets with customers at their place of business to provide on-site training; the staff also provides outreach services to customers with contract facility rentals requests and one-on-one guidance for procurement requirements and contract administration guidance.

- Staff is cross-trained – a “one-stop call” will always result in answers or positive direction and follow-up
- Capital Projects Procurement Team had to supplement staffing at FOTC to support \$21.7M in contract actions
- Authority is delegated to schools for routine purchasing via the purchase card program
- Team to support all schools and departments for use of the P-card to simplify small dollar purchasing.
- Elementary and middle school Principals are also delegated authority to enter into contracts of up to \$500
- Middle and High school Principals are delegated authority to enter into contracts up to \$10,000 for graduation needs
- Procurement Teams to support IT/Technology and Software needs, Instructional and Curriculum needs; Facilities (construction and maintenance), Transportation and Maintenance needs; and Grant funded contract needs
- Facility Rental Team
- Charter Contract Team
- Real Estate contracts transactions
- Collaborative team effort with Warehouse on all on-line auction transactions in direct support of disposing equipment/materials.

KEY PERFORMANCE INDICATORS

Measure: Track ratifications identified and monitor vendor payments via check request to reduce ratifications and unauthorized vendor paid check requests. Monitor customer satisfaction on all new source selections resulting in award excluding annual renewals.

Target: Identify cause of unauthorized act; provide training to prevent repeat occurrences; create contract for future requirements; conduct proactive training with principals and secretaries at least annually.

Measure: Increase operational and performance efficiencies within the Procurement and Contracting Department.

Target: Recognize opportunities; decrease district expense; and don't settle for status quo!

Measure: Maximize rental revenue by tracking rental revenue, fees paid and fee-waived contracts as well as cost of operations paid out.

Target: Maintain/increase recurring rental contracts and number of daycare sites as compared to last fiscal year.

DEPARTMENT STATISTICS JULY 1, 2020-JUNE 30, 2021

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|---------------|----------------------------------------------------------------------------------|
| 64 | Formal solicitations |
| 127 | Customized contracts |
| \$ 7,327,970 | P-Card expenditures (595 cards) |
| \$ 94,081 | P-Card Rebate (January – December 2020) |
| \$ TBD | Rental Revenue |
| \$ TBD | Daycare Revenue |
| \$ 61,975,471 | Total dollars for all funded contact actions (not including P-Card expenditures) |