

## Purchasing and Materials Management Business Plan

Project/Initiative (Goal: Policy or Process improvement)	Strategy	Target Date
<b>Track Annual Contract Usage</b>		9/15/2010
<i>Goal: Fiscal accountability, control, and reporting.</i>	JDE Security	
	Contract Number Field	
	Price Schedule uploaded to all Orders	
	NIGP 5 Digit Commodity Code for spend analysis	
	Search by NIGP Code or Description	
<b>Implementation of NIGP Code</b>		6/18/2010
<i>Goal: Spend Analysis</i>		
<b>Contract Management Software</b>		
<i>Goal: Manage, store, track all City Agreements</i>	Programming of Fields	4/1/2010
	Pilot Program	
	Training	

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<b>Vendor Registration and Automatic Bid Notification Software</b>	Post, Download Bids from City Website	2/28/2010
<i>Goal: Improved access of Solicitation and Award information for vendors at no charge.</i>		2/28/2010
<b>Procurement Code Update</b>		2/27/2010
<i>Goal: Implement statutory policy using Model Proc. Code</i>	Update procurement methods, Best practice	
	Pier Review by FAU	3/1/2010
<b>Create/update Operating Procedures</b>		
<i>Goal: Map business processes, create procedures to support Policy and best practices.</i>	Procedures supplement Code change	TBD
<b>Staff Training, Prof. Development Plans</b>	Procurement Body of Knowledge	TBD
<b>Pro-Card Spend Analysis</b>		
<i>Goal: Monitor/analyze Pro-card monthly spend</i>	Aggregate purchases	On-going

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	Monitor Contract usage	
<b>Balanced Scorecard</b>		
<i>Goal: Tool to align Procurement activities with City's vision</i>	Collect Data & Analyze	Ongoing
<b>Customer Training</b>	Revise Training Matierals	Monthly
<b>Construction and A/E Management Plan</b>	Resource Planning	