



State Purchasing Division's FY 2008 Accomplishments

- **RFP process initiatives are:**
 - RFP Evaluation Scorecard Tool to allow SPD to evaluate incoming RFPs based on a standard criteria and provide objective feedback to the agencies on their performance regarding RFPs
 - Standardization of the RFP template in order to make it simpler and easier to complete
 - Development of a wizard to complete the RFP template
 - Development of training classes
- **Professional Development:**
 - Total number of students trained: ~1,800
 - Number of new classes developed: 14
 - Number of SPD staff that have been certified: 22
- **The Statewide Card Program team revised the P-Card policy to include House Bill 1113 and a re-launch of the Travel Card Program**
- **The Audits team conducted five (5) compliance audits and five (5) P-Card audits**
- **Through the Lean process, a "One-Time Request to Exceed DPA" process was developed to provide consistency, quicker response time from SPD, and to greatly reduce SPD's "agency" workload by allowing the agencies to process solicitations**
 - A total of 101 "One-Time Requests to Exceed DPA" were submitted to SPD by agencies/institutions
- **The eQuote system Phase II was launched on March 31, 2008 with enhancements that provide a more consistent means for users to save time and money by posting and receiving bids electronically for RFQ's**
 - Total number of RFQ's: 750
 - Total cost avoidance: \$10.5M
 - Total number of help desk calls: 1,760
- **Customer service efforts were greatly increased by publishing a quarterly newsletter called the "Georgia Purchaser" and by sponsoring four (4) regional conferences**

- **A Procurement Business Planning packet was sent to our agency customers to exchange knowledge on how SPD can positively impact the way that we work and interactively serve our customers.**
 - The information received will be used to assist in planning efforts, reduce cycle times, avoid setting unrealistic expectations with our customers, and be a step together towards continuous improvement
- **DOAS SPD issued an RFP and made an award within 60 days and negotiated a cost avoidance of \$8.6M to SciQuest, Inc. for an electronic catalog management (“eCatalog”) and hosting services system**
 - This will allow enablement of all Statewide Contract preferred supplier content and other supplier content at the discretion of individual agencies and universities
- **Statewide Contract templates were updated to reflect early payment fees, late payment fees, administrative fees, and payment calendars**
- **Strategic Sourcing has realized cycle time reductions for RFP’s by 6.7% and RFQ’s by 30%**
- **New relationship with the Board of Regents has been initiated with plans to modify the Memorandum of Understanding and engage University Systems of Georgia institutions to implement Statewide Contracts**
- **The total number of RFX’s issued by SPD was 923 with approximately 245 completed in the last quarter**
 - SPD reduced the number of Agency requisitions by 20% from FY 2007 for an average of 230
- **Accomplishments by Strategic Sourcing Business Units:**
 - **Services** – Eleven (11) Agency solicitations achieved over \$2.5M (20%) in cost avoidance savings
 - **IT – DDS** – Successfully facilitated the \$40M RFP to completion avoiding the extensive protest & legal issues encountered in the first RFP attempt 2 years ago
 - **Infrastructure – The team successfully achieved a cost avoidance savings of \$11M**
 - **Natural Gas SWC** - Collaborated with multiple agencies to negotiate lower transportation costs as related to "pipe charges" that are associated with transfer costs
- **SPD closed the fiscal year-end with staffing levels reaching 90% (~70 FTE’s) ■**