

Purchasing Authority Roundtable  
Project Charter  
Version 1.0

Date

March 22, 2012

Concept

Purchasing Authority Roundtable (PART)

Sponsor

Jim Butler, Deputy Director, Procurement Division

Background

A goal of the Department of General Services, Procurement Division (DGS/PD) is to foster open communication with State Agency Procurement officials to address challenges in performing and interpreting procurement policy and processes. The Purchasing Authority Contacts (PAC) and Procurement Contracting Officials (PCO) represent an important and underutilized resource for improving State procurement processes and policies. The current method used to disseminate information to procurement officials is through the distribution of electronic notices for policy changes and quarterly customer forums. Customers attending DGS/PD Customer Forums have indicated the meetings are not an effective platform for engaging customer participation on how to improve procurement policies and processes.

Purpose

A Purchasing Authority Roundtable (PART) will promote open communication with DGS/PD customer procurement officials and explore recommendations for improving current procurement policies and practices.

Desired Outcomes

- Establish a small group of strategic partners with procurement expertise by promoting open dialogue that enables DGS/PD to improve the services provided to state agencies
- Mentor and train contract and procurement officials to enhance procurement and contracting programs within state agencies resulting in better quality contracts
- Reduce the complexity, cost, and resource intensity of conducting procurements
- Establish reliable and repeatable performance standards across all state functions
- Drive excellence in supplier management/performance
- Convey procurement and purchasing authority trends and new concepts.

PART Membership

PART provides an opportunity to gain valuable insight from state agencies through their participation. A main PART objective is to improve customer services provided by DGS/PD to state departments. PAC's are the ideal participants for this membership, since they are the front-line procurement officials and can provide real-time examples of challenges faced on a daily basis.

### Resources

Purchasing Authority Unit (PAU) team members will allocate up to 6 hours per week to establish the PART.

It is estimated that other participating PART members will spend 4 to 8 hours per month.

### Team Responsibilities

#### Purchasing Authority Unit (Lead)

- Conduct Survey for PART membership
- Develop Task list
- Host PART meetings at the DGS/Ziggurat
- Collaborate with PART to schedule meetings
- Create meeting agenda/attendee sign in roster for all meetings
- Capture meeting minutes
- Identify action items and develop timelines for deliverables
- Electronic posting/sharing meeting information and minutes
- Consult with PD/Outreach for assistance with PART (set-up list serves, eblasts to PACs and disseminating meeting media)

### PART Statewide Meetings

- Host PART meetings for Southern California customers
- PAU will collaborate with PART to assess facility needs

### DGS Resources

Various units within DGS/Procurement Division  
DGS/Office of Legal Services

### Operational Plan

#### Establishing the PART

PAU will prepare a survey for Cabinet Agency Secretaries to introduce the PART concept, desired outcomes, and timeline to initiate the PART and determine interest in the concept. The survey will request the Agency Secretaries to appoint a maximum of 1-2 procuring officials to act as their representatives in the PART. DGS expects to form a group of no more than 30 representatives that will meet on a frequent basis to discuss challenges and formulate solutions viable to the group.

### Survey

- The survey will seek appointees by the respective Agency Secretary
- Identify the primary goals and objectives of the PART membership
- Require appointees to have the level of a PAC or PCO with extensive day-to-day procurement expertise
- Express the rules and responsibilities regarding membership and participation

PART Meeting Plan

The PART appointee will meet and collaborate with the DGS/PD programs to acquire further guidance when completing purchasing authority renewal applications, review purchasing authority deficiencies, increasing purchasing authority thresholds, policy and procedures manuals and reporting requirements. The PART members will be encouraged to openly communicate recommendations for DGS/PD policy improvement and processes.

As a result of input received by the PART, the PART may initiate several process improvement projects. Each project will have an objective, timeline and action plan and team members will consist of volunteers from this group.

Metrics

1. Improved Communication
2. Streamlined processes
3. Increased customer satisfaction
4. Reduced errors in contracts (less audit findings, less protests, less disputes, etc.)
5. Reduce time in the contracting process

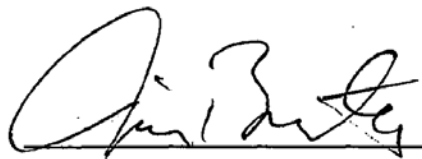
Reporting

The PAU will provide monthly progress reports to the Sponsor.

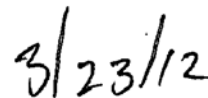
Due Dates

May 17, 2012, is the scheduled kick-off meeting in the Ziggurat, Executive Dining room.

Approval:



Jim Butler  
Sponsor



Date