

Office of Procurement Services: Updates, FY 22 Performance, and P-Card Overview



City of Dallas

**Government Performance and Financial
Management**

11/15/22

Danielle Thompson, Director;
Angela Akins, Assistant Director
Office of Procurement Services
City of Dallas

Presentation Overview



- Departmental Overview
- FY21 and FY22 Performance
- OPS Updates
- Equity in OPS
- P-Card & T-Card Program and Administrative Directive 4-15



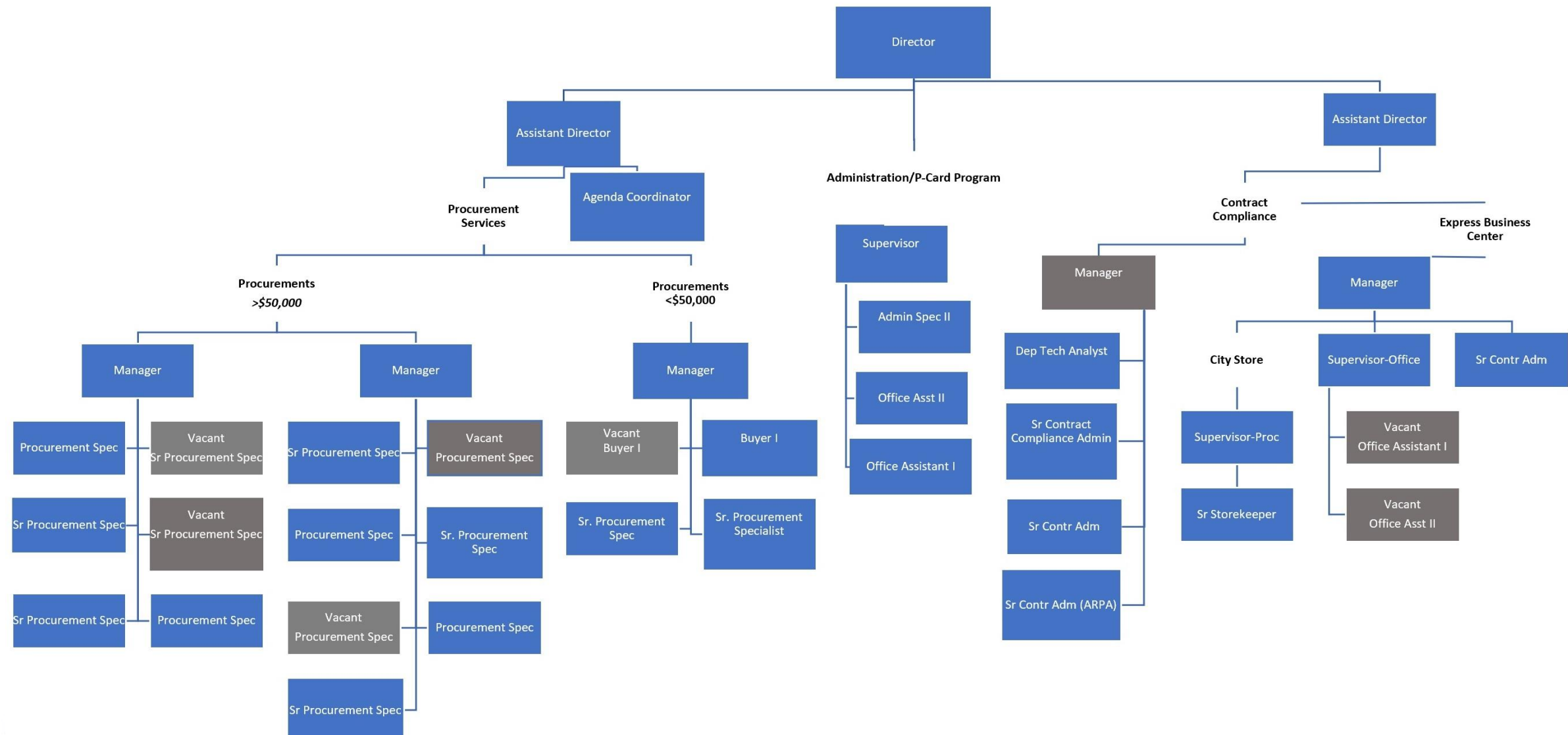
Department Overview



- Nationally accredited by NIGP, the National Institute of Governmental Purchasing, as a Quality Public Procurement Department
- Procurement Services is Responsible for:
 - Purchasing and Contract Management -Purchases goods along with general and professional services in compliance with respective prevailing local, state, and federal statutes, and provides oversight for contract management across all City departments.
 - Express Business Center - Express Business Center provides reprographic services, manages City office supplies and mail services.
 - City Store - The City Store disposes of surplus, police-confiscated, and unclaimed property in compliance with Administrative Directive 6-1 and the City Charter. Also manages public auctions, sealed bids, and a store front concept (City Store) to display and sell a wide range of property to the public. This service generates revenue for the City.



Organization Chart



Division Structure



Division	Responsibilities	Number of Staff
Administration	Racial Equity Plan, Outreach, Engagement, Sustainable Procurement (CECAP), P-Card, T-Card and office management	1- Director 1 – Supervisor 2 – Office/Administrative Assistants 1 – P-Card/T-Card Coordinator
Procurement	Purchases of Goods & Services Under \$3,000, Under \$100k, Over \$100k, Living Wage, Sole Sources, Interlocal Agreements, and Cooperatives	1 – Assistant Director 3 – Managers 1 – Agenda Coordinator 9 - Senior Procurement Specialist 6 - Procurement Specialists 2 - Buyer I
Contract Management	Contract Compliance and management, Extensions, AA's, Ratifications, Price Increases, Terminations, D-COR Training, ARPA/Grant Reporting, and Reporting	1 – Assistant Director 1 – Manager 2 – Senior Contract Comp Admin 1 – Technology Analyst 1- Senior Contract Comp Admin (ARPA)
Express Business Center	City Mail, Reprographics, Office Supply Contract	1- Manager 1 – Supervisor 2 – Office Assistants 1 – Senior Contract Admin
City Store	Sell of Surplus Items, Auction of vehicles, PPE Administration, City Storage, and City Pick-up/Delivery of Equipment Sold or Purchased	1 – Supervisor 1 – Senior Storekeeper

Procurement Budget and Personnel



PROCUREMENT SERVICES

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the budget for FY 2022-23 and planned budget for FY 2023-24.

Category	FY 2021-22 Budget	FY 2021-22 Forecast	FY 2022-23 Budget	FY 2023-24 Planned
Personnel Services	2,673,237	2,413,358	2,526,297	2,577,819
Supplies - Materials	9,306	10,125	12,412	9,306
Contractual - Other Services	420,559	447,138	475,380	497,089
Capital Outlay	0	0	0	0
Expense Total	\$3,103,102	\$2,870,622	\$3,014,089	\$3,084,214
Reimbursements	0	0	0	0
Department Total	\$3,103,102	\$2,870,622	\$3,014,089	\$3,084,214
Department Revenue Total	\$110,000	\$110,000	\$110,000	\$110,000

Category	FY 2021-22 Budget	FY 2021-22 Forecast	FY 2022-23 Budget	FY 2023-24 Planned
Regular Civilian	29.00	24.84	26.27	26.27
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	0.05	0.05
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00
Department Total	29.00	24.84	26.32	26.32



Express Business Center Budget and Personnel



EXPRESS BUSINESS CENTER

ANNUAL OPERATING EXPENSE AND REVENUE

The table below provides a summary of the amended budget and forecast for the current year compared to the budget for FY 2022-23 and planned budget for FY 2023-24.

Category	FY 2021-22 Budget	FY 2021-22 Forecast	FY 2022-23 Budget	FY 2023-24 Planned
Personnel Services	716,566	574,840	740,894	759,206
Supplies - Materials	1,827,585	1,827,585	1,827,233	1,827,452
Contractual - Other Services	979,827	1,184,928	993,855	999,103
Capital Outlay	0	0	0	0
Expense Total	\$3,523,978	\$3,587,353	\$3,561,983	\$3,585,761
Reimbursements	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)
Department Total	\$2,323,978	\$2,387,353	\$2,361,983	\$2,385,761
Department Revenue Total	\$2,593,790	\$3,042,449	\$2,593,790	\$2,593,790

Category	FY 2021-22 Budget	FY 2021-22 Forecast	FY 2022-23 Budget	FY 2023-24 Planned
Regular Civilian	9.25	8.09	9.00	9.00
Regular Uniform	0.00	0.00	0.00	0.00
Civilian Overtime	0.00	0.00	0.04	0.04
Uniform Overtime	0.00	0.00	0.00	0.00
Temporary Help	0.00	0.00	0.00	0.00



FY21 and FY22 Performance



Performance Measure	FY 21 Number & Value	FY 22 Number & Value	OPS Division
Total Procurements	681 = \$1,272,366,125	702 = \$1,543,677,221	Procurement
Total D-COR Trainings	296 (36 Departments) Employees completed Level 1	531 (41 Departments) Employees completed Level 1	Contract Management
Total Ratifications	66 = \$18,135,343	49 = \$22,398,403	Contract Management
Total Reprographies	394 = \$192,646 (Revenue)	483 = \$267,091 (Revenue)	Express Business Center (EBC)
Total Items Sold	442 = \$286,135 (Revenue)	544 = \$370,490 (Revenue)	City Store
Total Vehicles Sold	8,003 = \$12,284,754 (Revenue)	8,595 = \$13,165,870 (Revenue)	City Store



OPS Updates



- Partnering with Budget Management Services, Performance, Strategy, and Innovation team to implement a Lean Six Sigma process improvement of the entire procurement process to reduce inefficiencies, decrease timelines, simplify, and reduce the number of form's
- Provide the following NEW services to vendors and the business community
 - Meet & Greets – Introduction to City and vendor pitch
 - Debriefs – Formal meetings with OPS and City departments to provide suppliers with valuable insight as a developmental opportunity to learn the factors that hindered the successful awarding of the solicitation
 - Procurement Quarterly Forecast Information Sessions –Trains vendors on how to utilize the 3-month solicitation forecast, giving tips and resources on how to prepare successful bids and proposals
 - Procurement & Contracting Masterclass series with Dallas Fort Worth Minority Supplier Development Council – collaboration to engage participating vendors to receive intensive departmental technical assistance and procurement training by City of Dallas subject matter experts and executives.



Equity in OPS



- Design and implement an annual outreach, training, and community engagement schedule to increase procurement accessibility and build a pipeline of diverse contractors, vendors, and suppliers to increase economic stability and workforce development
- Develop and implement additional training modules into the Dallas Contracting Officer Representative (D-COR) program highlighting the Racial Equity Plan goals and contract management enforcement strategies
- Increase the number of trainings from 0 to 4 per year
- Increase the opportunity for M/WBE firms to propose or bid where the City's M/WBE program does not apply
- Increase the number of large contracts broken down to smaller contracts, targeting small and minority firms from 0 to 15



P-Card & T-Card Program



- Program managed in accordance with Administrative Directive 4 -15
 - On 10/1/22 AD 4-15 Purchasing Card Policy & Procedures (Interim) was issued
 - CFO, OPS, and CCO will be updating the AD to include simpler language, clearer directions, as well as the auditing plan
- The City of Dallas P-Card is a procurement card for authorized small dollar purchases of goods and services, valued at \$3,000 or less for official City business
- The City of Dallas T-Card is a travel card for authorized official City travel-related business expenses



P-Card & T-Card Program



- Department Directors assign a coordinator and backup (if possible), who is responsible for the administration and control of the departmental P-Card/T-Card Program
- The P-Card/T-Card is issued in the cardholder's name and department, but the cardholder's personal credit is not affected by the use of the card
- Any merchant who accepts MasterCard will accept payment through the City of Dallas MasterCard P-Card/T-Card
- P-Cards have a single transaction limit, monthly cycle limit, and the daily number of transactions per day limit. The daily number of transactions per day is set at 10. There is no "daily spending limit" for P-Cards



Next Steps



- Open to process improvement recommendations
- Open to answer any questions



Office of Procurement Services: Updates, FY 22 Performance, and P-Card Overview



City of Dallas

**Government Performance and Financial
Management**

11/15/22

Danielle Thompson, Director;
Angela Akins, Assistant Director
Office of Procurement Services
City of Dallas