BEYOND BUYER

Contract Compliance & Sourcing

A joint publication from the Office of Contracting and Procurement and the Office of the Chief Technology Officer

IT'S FINALLY HERE: CONTRACT COMPLIANCE AND SOURCING!!

Six Categories of Procurement Reform:

- Streamlining the procurement process;

- Developing a cadre of procurement professionals who are solution-oriented problem-solvers and trusted experts in how to make the process delivery results;

- Allowing procurement decisions at the lowest appropriate level;

- Increasing the level of competition;

- Ensuring compliance; and

- Modernizing the regulatory environment.

Excerpt from the testimony of David P. Gragan, Director, Office of Contracting and Procurement, December 16, 2009

In 2003, the District launched Procurement Automated Support System (PASS), custom off-the-shelf procurement software from Ariba. The initial modules, Buyer and Analysis, were implemented across the District as part of the Administrative Services Modernization Program (ASMP). An additional project converted DC Public Schools to PASS in 2006. Today, there are over 4500 users throughout the District procuring items using PASS. In support of the Chief Procurement Officer's vision to improve the procurement process, the District has begun the implementation of two additional modules -- Contract Compliance and Sourcing.

Contract Compliance will provide the District with tools that will enable end-users to make purchases off established catalogs with fixed unit prices without any OCP approval required. Multiple agencies will be able to purchase from the same contract without having to send it to OCP. Spend will be automatically tracked against a specific contract ensuring all aspects of compliance are met. There will be one District repository of contracts that could be leveraged to provide information about contracts over $100k. Contract Compliance and Sourcing modules will auto-mate most of the District's sourcing processes, including the issuance of solicitations on-line, and receipt and evaluation of vendor responses within the tool. Both modules will help to reduce the amount of paper; increase the consistency and accuracy of reporting; and streamline the District's procurement process.

Upcoming Events

The Contract Compliance and Sourcing project is a collaborative effort between OCP and OCTO. The overall project is scheduled to last approximately eight months. During this time, informational sessions, brown bag lunches, and other opportunities to meet and discuss the project's progress will be scheduled.   This newsletter will be published monthly to keep you informed of the project's progress. To submit content, email Nina McGarry at nina.mcgarry@dc.gov

Stakeholder Spotlight

If you are familiar with the Contract Compliance and Sourcing project then you know Ajaya Damireddy. Ajaya, (nearly everyone calls him AJ), is the OCP's IT Team Lead. AJ's contribution to better contracting and procurement spans seven years and two agencies – OCP and DCPS. In his current position, AJ is responsible for building a number of databases to capture contract information that was not available in Buyer. This functionality will be incorporated into the contracts module and eliminate manual entry/tracking and provide access to reports.

AJ is instrumental in leading and supporting the design sessions for the soon to be released Contract Compliance and Sourcing modules. He states that two benefits of the new modules are increasing efficiency in the buying process and realizing cost savings. When asked about the new modules, AJ offers that the applications 'helps in streamlining the contracting and administration processes and eliminates a lot of manual paper work. You will realize reduction in work-life stress through the elimination of the need to enter the same pieces of information into multiple databases."

Contract Compliance and Sourcing will allow business transactions to occur in less time with fewer errors than the traditional paper-based system. Realized time savings will occur especially when conducting electronic searches.

Ajaya (AJ) Damireddy. AJ isn't all about work. He has fun as well. In his spare time, AJ likes to take long drives and enjoy nature. AJ can be reached by telephone at 202-724-4401 or email ajaya.damireddy@dc.gov.

What do you see as the greatest benefit for implementing the Sourcing module?

"Having complete solicitation information accessible in one system with a link to the contracts section."

Anonymous response to survey

I WILL GLADLY RUSH TO MEET YOUR ARBITRARY DEADLINE SO MY WORK CAN SIT IN YOUR E-MAIL INBOX UNTIL NEXT WEEK.

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Did you know?

DC Contracting and Procurement is embracing the "Green Theme" by introducing a Green Procurement Program that identifies and tracks environmentally preferred products and services. Currently, procurement has embedded green specifications in a number of soon to be awarded term contracts, many of which will represent millions of dollars of spend. Examples of forthcoming "green" contracts include copy paper, office supplies, envelopes and letterhead, toner, computers, cleaning supplies, paint, business cards, and copy machines. Keep posted to this column for more green initiatives being implemented by OCP.

A Word from the Chief Procurement Officer

During my recent testimony before the Committee on Government Operations and the Environment, I reported progress against six categories of procurement reform and enhancements. These improvements support the vision "To make this [the District of Columbia] the model municipal procurement operation in the United States, delivering the best value out of every dollar entrusted to us and doing so at the highest levels of customer service." The implementation of Ariba Contract Compliance and Sourcing modules will move the District closer to achieving our vision and is directly linked to three of the categories: streamlining the procurement process, increasing competition, and ensuring compliance.

We will streamline the procurement process by systematizing the solicitation and contracting process through the use of automated decision trees, templates and approvals.

Increase competition through the ability to on-board and manage more suppliers, improving visibility into opportunities to leverage the open market and improve cycletimes on the award decision/documentation process.

Ensuring compliance by providing more visibility into the day to day processes and improve reporting, OCP will proactively control the procurement process and ensure each dollar is spent appropriately.

The implementation of the Contract Compliance and Sourcing modules will provide significant improvement that is needed in the area of technology and tools to the support the District's redefined procurement processes.

David P. Gragan, CPPO

How Will Contract Compliance and Sourcing Occur?

The Ariba Contract Compliance and Sourcing modules support best practices for procurement, but as with any software, they need to be configured to support the District's processes, laws, and regulations. How does the Ariba team know how to make the right changes? The District has provided Subject Matter Experts (SMEs) who have special, in-depth knowledge of a specific business area and an in-depth understanding of the processes. Each SME plays a critical role in defining business needs and software functionality. These District SMEs include:

Sourcing SMEs
John Varghese
John Holmes
Courtney Lattimore
Sonja White
Antoinette Goins

Virginia (Ginger) Paris
Kim Fields
Srinivas Vejella

Contracting SMEs
Ajaya Damireddy
Chelsee Lisbon
Jeanne Sheridan
Sadiki Rush

Contract Compliance and Sourcing Leadership Team:

David P. Gragan, Chief Procurement Officer
Bryan Sivak, Chief Technology Officer
Sharon Kershbaum, Assistant Director, OCP
Dan Palmer, Program Manager, OCTO
Mark Hamlin, Ariba Senior Director
Ellie Guttilla, Ariba Project Manager
Divyanshu Arya, Ariba Functional Lead
Anup K. Hiranandani, Ariba Technical Lead
Elizabeth Johnson, Change Management Lead
Kendall Hallman, Training Lead

"Change is in the air and this change is good! I have worked with PASS for almost 7 years and am excited about the direction we are moving toward. The contract compliance and sourcing modules will move the technology aspect of contracting and procurement to new levels improving efficiency and enhancing reporting capabilities. Completing the project this summer will be a great way to usher in fiscal year 2011."

Kimberly Fields
PASS Functional Analyst — OCTO