

Guiding Principles for The District 11 Procurement & Contracting Office

Kids Come 1st

Each individual in the Procurement & Contracting office is focused on a single objective – Student Achievement. This focus is the origin of our first and foremost guiding principle that, nothing comes before the success of our students – It's not just a slogan - Kids *do* Come 1st in District 11!

Stewardship of Public Funds

The Procurement & Contracting Office believes that ethical principles govern the conduct of every person employed by a public sector procurement or materials management organization. Accordingly, Stewardship of Public Funds is one of our guiding principles from both an *ethical* and *professional* perspective.

Excellence in Communications

Buying and selling requires unique communications skills e.g., describe the technical requirement and specification of software we need to buy and interpret an Offeror's proposed technical solution. The professionals that make up the Procurement & Contracting office require a high degree of interpersonal communications skills to effectively and efficiently perform.

Professionalism

We project an ambiance of professionalism to our customers, constituents, and each other. The Procurement & Contracting office realizes that each and every task we perform has a substantial impact on the lives or work of other people, whether in the next cubicle or the next state; immediate organization or in the external environment.

Integrity

Procurement integrity is our mantra. The dignity and worth of the service rendered by the Procurement & Contracting office is governed by the highest ideals of honor and integrity in *all* public and personal relationships in order to merit the respect and inspire the confidence of the District and the public being served.

Measure... (only) then Manage

Oftentimes, organizations get it wrong – they manage, and then measure (the level of success). When the Procurement & Contracting office goals are contemplated, we carefully consider the methodology for measuring our successes. This provides us the opportunity make necessary adjustments in our work activities resulting in improved performance.

Optimize Performance

The Procurement & Contracting office is undergoing a *CONTINUING IMPROVEMENT PROCESS* – a process that will *never* be complete. Our professionals perceive their work as worthwhile and important; we are professionally accountable for the outcomes of our efforts and, are able to determine, on a regular basis, whether the outcome of our work is satisfactory. Future challenges are not so frightful under this pretense.

Use Technology to Improve Performance

We realize that technology provides us the necessary tools to perform effectively and efficiently. Through the prudent use of technology, we can achieve our vision:

“Our quest is to open doors for student success by providing superior solutions through contracting...we do it for the kids!”