



## Procurement and Contracting OPERATIONAL OVERVIEW

Division of Business Services  
July 2017

**Procurement and Contracting Department**  
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### Organizational Overview

Procurement authority is provided by the Board of Education via Colorado Revised Statute §22-32-109. The Board of Education of D-11 is elected to establish a centralized system staffed with trained procurement professionals to facilitate the efficient acquisition of supplies, equipment, services, construction, and real property, as well as the disposition of surplus property. In addition, the Facility Rentals office is part of the Procurement Department.

The District 11 Procurement and Contracting Department is accountable to the Superintendent, reporting through the Deputy Superintendent for Business Services, for ensuring integrity in the procurement process. The department provides expertise on contracts ranging from small dollar value procurements to large, complex acquisitions, contract administration, while ensuring top-quality customer service. A variety of tools from formal contracts to use of pre-established purchasing instruments to intergovernmental agreements are used to achieve the most efficient and cost-effective acquisition for all purchases handled by the department. Support includes not only the transactional aspects of contracts and rentals but also assistance in developing requirements, conducting market research, evaluating risks and benefits to obtain best value solutions that are financially sound. The total staffing for Procurement and Contracting and Facility Rentals is comprised of nine executive professional FTE's and two education support professional FTE's. This is a team of trained, experienced professionals dedicated to support student achievement by ensuring quality procurements and outstanding customer support.

- **Vision Statement:** Our quest is to open doors for student success by providing superior solutions through contracting.
- **Mission Statement:** Apply best business practices to obtain best value solutions that support our core business - student achievement.
- **Governing Policies:** DJ, Procurement and Contracting  
KF, Community Use of District Real Property

### Top Activities with the Board of Education for FY2016-17

- Evaluated requests from various Charter School Applicants requesting Exclusive Chartering Authority in order to be authorized by Colorado Charter State Institute and operate a charter school within the District's boundaries. The Board approved 3 requests this past year.
- Approved the Intergovernmental Agreement (IGA) to allow the District to participate in the 2016 General Election through El Paso County. This agreement supported Candidate Board elections as well as placing both Bond and MLO questions on the ballot.
- Reviews real estate offers for consideration and or approval. We currently have vacant land parcels that we post on our District website in accordance with C.R.S. provisions for Charter Schools.
- Approved one year contract extensions for District Charter Schools that earned 90% or higher on their overall 2015-2016 school performance ratings.
- Approved the construction contract to add air conditioning to North Middle School at a contracted price of \$3,490,225.00.
- Approved IGA for day treatment programs being offered in collaboration with the Department of Human Services and Board of Cooperative Education Service (BOCES) for day treatment services to D11 students with significant social/emotional/behavior adjustment needs.
- Updated and approved Board Policy DJ in October 2016 allowing streamlined procedures for mandated services. Examples include Department of Human Services mandated placement services or legislatively directed higher education programs which include Early Colleges, Concurrent Enrollment extended Studies, and Career Pathways.

- Approved Charter School Contract modification allowing CPS Charter School to a recovery school program focused on substance abuse and addiction in youth. The innovative idea and community support of this program is applauded by staff and the community.
- Approved a replacement copier contract for implementation starting May 2017. This contract was necessary due to the early termination of the previous contract.
- Approved the new General Legal Services contract for a 5 year term. This contract provides for the majority of the District's legal service needs. Included but not limited to: Board support, Special Education legal matters, Crimes of Violence, and Human Resources employment matters.
- Updated on the emergency contract actions required to remediate and reconstruct due to smoke damage from two separate and independent fires occurring on May 11, 2017 at Doherty High School.

### Accolades and Audits

- In 2016 the Colorado League of Charter Schools awarded a Ruth Smith the "Charter Friend Award" in recognition of her contribution in the area of Charter School Authorizer Leadership.
- In 2006 and 2012 the department was recognized with the Outstanding Agency Accreditation Achievement Award by the National Institute of Governmental Purchasing – a coveted procurement industry designation that is held by only 90 governmental agencies operating in the United States and Canada.
- In 2010 the Rocky Mountain Governmental Purchasing Association (RMGPA) Individual Award recognized Senior Contract Specialist Ruth Smith, with the RMGPA Distinguished Service Award. This award was given in recognition of her dedication, commitment, enthusiasm, and outstanding efforts to the association and profession.

### Teaming to Support Customer Needs

Although a centralized organization, the staff routinely meets with customers at their place of business to provide on-site training; the staff also provides outreach services to customers with contract facility rentals requests and one-on-one guidance for procurement requirements and contract administration guidance.

- Staff is cross-trained – a "one-stop call" will always result in answers or positive direction and follow-up
- Authority is delegated to schools for routine purchasing via the purchase card program
- Team to support all schools and departments for use of the District purchasing card (P-Card) to simplify small dollar purchasing
- Elementary and middle school principals are also delegated authority to enter into contracts of up to \$500
- High school principals are delegated authority to enter into contracts up to \$100,000 for graduation needs
- Procurement teams to support information technology/technology and software needs, instructional and curriculum needs; facilities (construction and maintenance), transportation and maintenance needs; and grant funded contract needs
- Facility rental team
- Charter contract team
- Real estate contracts transactions
- Collaborative team effort with the warehouse on all on-line auction transactions in direct support of disposing equipment/materials.

### Key Performance Indicators

**Measure:** Track ratifications identified and monitor vendor payments via check request to reduce ratifications and unauthorized vendor paid check requests. Monitor customer satisfaction on all new source selections resulting in award excluding annual renewals.

**Target:** Identify cause of unauthorized acts; provide training to prevent repeat occurrences; create contracts for future requirements; conduct proactive training with principals and secretaries at least annually.

**Measure:** Increase operational and performance efficiencies within the Procurement and Contracting Department.

**Target:** Recognize opportunities; decrease district expense; and don't settle for status quo!

**Measure:** Maximize rental revenue by tracking rental revenue, fees paid and fee-waived contracts as well as cost of operations paid out.

**Target:** Maintain/increase recurring rental contracts and number of daycare sites as compared to last fiscal year.