



## Legislation Text

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**File #:** 23-0301, **Version:** 1

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**Department:** County Administration

**Department Head/Elected Official:** David Berry, County Administrator

**Regular or Supplemental RCA:** Regular RCA

**Type of Request:** Financial Authorization

**Project ID** (if applicable):

**Vendor/Entity Legal Name** (if applicable): Protiviti Inc.

**MWDBE Contracted Goal** (if applicable): 25%

**MWDBE Current Participation** (if applicable): 25%

**Justification for 0% MWDBE Participation Goal:** N/A - Goal is not 0% and is listed above

**Request Summary (Agenda Caption):**

Request for approval of an order authorizing the expenditure of funds in the amount of \$228,680 to extend Procure to Pay process improvement consulting services, as a subaward of the agreement with Protiviti Inc. under Job No. 210317, MWDBE Contracted Goal: 25%, MWDBE Current Participation: 25%.

**Background and Discussion:** On June 28, 2022, Commissioners Court directed the Office of County Administration to establish and implement a Procure to Pay Improvement initiative, highlighting the following goals:

- Reduce purchasing and contracting timelines to deliver County priority outcomes and bring results to the public more quickly
- Shorten time to pay and reduce procurement process barriers to enable broader vendor participation, including expanding access for small businesses and M/WBE firms
- Reduce costs; reduce rework and errors and increase overall process efficiency
- Improve quality of procurement outcomes
- Reduce employee frustration and burnout; create more fulfilling jobs
- Create transparency into Procure to Pay-related roles, responsibilities, and results

Within this order, Commissioners Court also directed the Office of County Administration to establish associated governance processes, engage stakeholders, select consulting resources as appropriate, and report recommendations and results.

Following initial data analyses, employee and vendor surveys, benchmarking, process documentation, focus groups, and best practice gap analyses, short-term tactical and long-term strategic recommendations were developed and reviewed by the Procure to Pay working group and steering committee. On December 13, 2022, OCA transmitted these recommendations to Commissioners Court, which adopted a motion directing us to “implement the short-term recommendations and to return with a proposal to implement the long-term

recommendations and the dashboard to track progress.”

These additional support resources will allow us to deliver the short-term tactical recommendations as directed.

**Expected Impact:** This engagement should deliver the quick wins detailed in the Executive Summary:

- Reduction in transaction-intensive activities (manual payments / PO and invoice count)
- Roll out of Bonfire dashboards and visibility into purchasing timelines
- Rationalization of RFP documentation and simplification of vendor experience

Progress on these quick wins is already underway. Additionally, Protiviti delivered additional quick wins including detailed process maps for Procurement, AP and contracting; well-developed benchmarking and survey results; and gap analyses.

**Alternative Options:** Continue existing process improvement efforts with internal resources only, at reduced pace and scope vs. this accelerated approach.

**Alignment with Goal(s):**

- Justice and Safety
- Economic Opportunity
- Housing
- Public Health
- Transportation
- Flooding
- Environment
- Governance and Customer Service

**Prior Court Action (if any):**

Date	Agenda Item #	Action Taken
6/28/22	314	Approval of request by the Commissioner of Precinct 2 to establish a Procure to Pay Improvement Initiative
7/19/22	13	Approval of subaward to Protiviti Inc. under Job No. 210317, MWDBE Contracted Goal: 25%
12/13/22	21	Transmittal of initial procure to pay recommendations; direction to implement the short-term recommendations and to return with a proposal to implement the long-term recommendations and the dashboard to track progress

**Location:**

Address (if applicable):

Precinct(s): Choose an item.

<b>Fiscal and Personnel Summary</b>			
Service Name	Oversight and Coordination (Procure to Pay Process Improvement)		
	<b>FY 23</b>	<b>FY 24</b>	<b>Next 3 FYs</b>
<b>Incremental Expenditures (do NOT write values in thousands or millions)</b>			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$228,680	\$	\$
<b>Total Incremental Expenditures</b>	<b>\$228,680</b>	<b>\$</b>	<b>\$</b>
<b>Funding Sources (do NOT write values in thousands or millions)</b>			
Existing Budget			
1000 - General Fund	\$228,680	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Current Budget</b>	<b>\$228,680</b>	<b>\$</b>	<b>\$</b>
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
<b>Total Additional Budget Requested</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Funding Sources</b>	<b>\$228,680</b>	<b>\$</b>	<b>\$</b>
<b>Personnel (Fill out section only if requesting new PCNs)</b>			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Anticipated Court Date: 1/10/23**

**Anticipated Implementation Date (if different from Court date):**

**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item

**Contact(s) name, title, department:** Leah Barton, Managing Director Strategic Initiatives, Office of County Administration; Brian Spector, Director Operational Excellence, Office of County Administration

**Attachments (if applicable):** Procure to Pay extension order and scope of services