



Legislation Text

File #: 24-2318, **Version:** 1

Department: County Administration

Department Head/Elected Official: Leah Barton

Regular or Supplemental RCA: Regular RCA

Type of Request: Transmittal

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

Transmittal by the Office of County Administration of a report describing the status of Procure to Pay process improvement initiatives.

Background and Discussion:

The Procure to Pay process improvement workstream has identified short-term tactical and long-term strategic opportunities.

Of the strategic systems initiatives, the AIR 3.0 project - run by Universal Services - in collaboration with the Auditor's Office is underway with an expected delivery date of June 2024. The Contract Lifecycle Management initiative was kicked off in March with the newly assigned Universal Services project team in collaboration with the County Attorney's office.

Recommended phasing of new hires and functional transition for the Purchasing team under the Target Operating Model has been developed, together with associated organizational charters and training materials, with new hires approved at the last Court meeting.

Improvements in invoice aging achieved during the tactical initiatives have been sustained.

Additional background is attached.

Expected Impact: Ongoing Procure to Pay improvement.

Alternative Options: N/A

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
3/14/23	341	Transmittal of progress on Tactical Recommendations and update on two new RFPs to address Strategic Recommendations
4/4/23	22	Financial authorization to engage Protiviti on Strategic Recommendations
6/27/23	316	Transmittal by the Office of County Administration of a report describing progress in Procure to Pay process improvement initiatives.
1/9/24	230	Transmittal by the Office of County Administration of a report describing progress in Procure to Pay process improvement initiatives.

Location:

Address (if applicable):

Precinct(s): Choose an item.

Fiscal and Personnel Summary

Service Name	
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	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expenses
Funding Sources				
Existing Budget				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$	\$	\$	\$
Additional Budget Request (<i>Requires Fiscal Review Request Form</i>)				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$	\$	\$
Total Funding Request	\$	\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)				
Current Position Count for Service	-	-	-	-
Additional Positions Request	-	-	-	-
Total Personnel	-	-	-	-

Anticipated Court Date: 4/23/2024**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:** Janet Gonzalez, Director, Technical Assistance & Performance, Office of County Administration, Brian Spector, Director Operational Excellence, Office of County Administration**Attachments** (if applicable): Report on Procure to Pay progress.