

# 2020 Annual Program Review

**Program Name: Procurement, Contracts and Logistics**

**Program Review Author: Cynthia Moore**

**I. PROGRAM DESCRIPTION:** In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

*Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: <http://www.smc.edu/CollegeCatalog/Pages/default.aspx>*

Procurement, Contracts & Logistics is one unit within Business Services is responsible for the District’s acquisition, contracting and logistical needs. Additionally, Procurement serves as a key contact in the development of District contracts. Procurement (Purchasing) conducts research activities, including the collection, analyses, and interpretation of data to support campus procurement and contracting decision-making and planning processes.

## II. PROGRESS SINCE LAST REVIEW (LAST YEAR’S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
In response to the remote environment, Procurement teamed with IT to develop an online requisition containing the district workflow to create, approve and route the requisition on any device (computer, tablet or phone)	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	The process was beta tested and is now being rolled out to the campus community.
Mailroom established manifest/delivery routes utilizing the WTS system for mail delivery and was in the 1 <sup>st</sup> phase of roll out prior to the pandemic. Research was completed in response to the need to social distance to acquire smart mail lockers which will interface with the existing smart track parcel and mail system.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	<p>An exterior location has been identified on the main campus. Funding is required for phase 2 (acquisition, training and deployment) of the smart mail units.</p> <p>Mailroom/Receiving has implemented a touchless signature process for mail and packages.</p>
Mailroom will continue to increase bulk mailing and presort capabilities.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	During the current review period, Mailroom has decreased processing time by 30% and is working to expand service capabilities for bulk, priority and presort capabilities.
Procurement will automate the contracting process by creating electronic forms for submission by vendor/contractors. These forms will be securely transmitted and indexed for easy retrieval in a content management shared platform	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Completed	Procurement is teaming with IT members on this project. Four essential forms have been redesigned and are being internally tested. Phase 2 involves testing with a select group of external vendors.

Procurement in concert with Risk Management has implemented a process for safety compliance and standardization of PPE and high risk equipment and chemical acquisition.	<input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> In Progress <input type="checkbox"/>	Safety standards and compliance have been added to the contracting process. Suppliers, Contractors and Consultants are required to submit safety plans prior to contract execution. These submittals require review and approval by the District’s Assistant Director, Risk Management. This program will be expanded to include the development of standards for high risk equipment and chemical acquisition storage. A similar process has been established for the acquisition, safety stock inventory and stock release request for PPE supplies and equipment.
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### III. ACHIEVEMENTS

**(Optional)** List any notable achievements your program accomplished in the last year.

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Through a strategic sourcing and collaborative process lead by Procurement engaging stakeholders, Columbia Cart (the equipment manufacture) and third party equipment and service providers, the District replaced the existing fleet of utility carts with uniquely specified LSV vehicles equipped with telematics and a maintenance free battery solution resulting in a reduction in operating (green), maintenance and battery replacement costs.

In response to the COVID pandemic, the District was able to fast track the procurement and delivery of over 4000 chromebook and accessories to distribute to students, faculty and staff for remote learning and administrative support.

The procurement function moved to remote modality and is maintaining business continuity.

### IV. CURRENT PLANNING AND RESOURCE NEEDS

#### Part 1: Narrative

Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

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#### Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

*While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.*

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
<b>Human Resources</b>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Facilities</b> <i>(info inputted here will be given to DPAC Facilitates Comm.)</i>	Click or tap here to enter text.	Click or tap here to enter text.

<b>Equipment, Technology, Supplies</b> <i>(tech inputted here will be given to Technology Planning Committee)</i>	Click or tap here to enter text.	Click or tap here to enter text.
<b>Professional Development</b>	Click or tap here to enter text.	Click or tap here to enter text.

**V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:**

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also include your responses and solutions to this crisis.

Procurement initially faced technology challenges in the remote environment. These challenges have been reduced by providing staff with training on the use of the new technologies; staff has become efficient in their new environment. Communication safe guards and resources were established to enable staff to communicate with internal and external customers utilizing District supplied communication tools. These tools were essential to eliminate suppliers having the ability to contact them on their personal devices.

Shortages and price increases, logistical challenges, sourcing and delayed deliveries has resulted in purchase order re-work and in some cases program delays.

Receiving/Mailroom faced logistical disruptions as a result of the pandemic. Unscheduled delivery and package overflow resulted in the warehouse storage space at maximum capacity since delivery of both packages and mail service was suspended due to the campus closure. Procedures were established for limited mail and delivery services. Staff work schedules have been modified to comply with safety and social distancing, The Warehouse/Receiving and Mailroom areas have been reconfigured for social distances, directional signage and safety signage is in place. The staff have been trained on PPE policies and procedures. Processes are in place to disinfect all common areas. Each member has been provided individual tool kits.

**VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY**

**PARTNERSHIPS:**

**Part 1: Industry advisory meeting dates and attendance for 2019-2020.**

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
2/1/2020	1	300
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**Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.**

Employer Name	Type of partnership or Collaboration	Optional: Additional information about partnership or collaboration
	<ul style="list-style-type: none"> <li>• Advisory attendance</li> <li>• Internship site</li> <li>• Donations</li> <li>• Job placement</li> <li>• Other</li> </ul>	

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**CONGRATULATIONS – that’s it! Please save your document with your program’s name and forward it to your area Vice President for review. Please CC or send a copy to Stephanie Amerian and Erica LeBlanc.**

**The following section will be completed by your program’s area VP**

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**Vice Presidents:**

First, please let us know who you are by checking your name:

- Christopher Bonvenuto, Vice President, Business and Administration
- Don Girard, Senior Director, Government Relations & Institutional Communications
- Sherri Lee-Lewis, Vice President, Human Resources
- Jennifer Merlic, Vice President, Academic Affairs
- Teresita Rodriguez, Vice President, Enrollment Development
- Michael Tuitasi, Vice President, Student Affairs

Next, please check this box to indicate that you have reviewed the program’s annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian ([amerian\\_stephanie@smc.edu](mailto:amerian_stephanie@smc.edu)) and Erica LeBlanc ([leblanc\\_eric@smc.edu](mailto:leblanc_eric@smc.edu)). If you have any questions, please contact us!

Thank you for your input!