



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Procurement Overview

**Presented to OUSD Board of Education - Audit Committee
April 4, 2016**



**Presented by Ruth Alahydoian – Chief Financial Officer
Michael L. Moore, Sr. – Operations Officer**



Agenda

Welcome

- Session Objective
- Procurement Staff
- Roles & Responsibilities
- If A Site Wants To Buy...
- Knowledge Center Dashboard – eMarketplace and IFAS Intranet Portal
- Core Functions
- Questions and Answers



Session Objective

To increase understanding of the roles and responsibilities in the Procurement Department



Procurement & Print Shop Staffing Information 2015-2016

Number Of Full Time Employees	7
Procurement Manager	Joel Ross
Purchasing Assistant	Glory Nkems
Contract Analyst	Brenda Lewis
Buyer	Marilyn Thomas
Lead Duplicating Equipment Operator	Lincoln J. Lee
Graphic Illustrator	Thomas Scott
Operations Officer	Michael L. Moore
DESCRIPTION: Administers the purchasing of materials, supplies, equipment, and services to assure that the district is provided with the highest quality goods and services in the most cost-effective way possible while achieving the appropriate balance between quality, total cost, and timeliness - <u>processing over \$242 million in purchase orders annually.</u>	



Roles & Responsibilities

Budget

- Ensures you have enough money to spend
- Ensures dollars are in the right places to spend
- Ensures you have not overspent your available dollars

Procurement & Distribution Services

- Maintains relationships with vendors
- Notifies vendors of requests for goods or services
- Assigns Purchase Order number for each request
- Receives and tags some goods, then delivers to site

Accounts Payable

- Receives notification that goods or services have been received at site
- Pays vendors based on invoices and purchase orders


























If A Site Wants to Buy...

If A Site Wants To...	Use...	And Contact...
Buy Supplies	<ul style="list-style-type: none">• eMarketplace• IFAS Purchase Requisition Module	Procurement
Buy Equipment	<ul style="list-style-type: none">• eMarketplace• IFAS Purchase Requisition Module	Procurement
Buy Services	<ul style="list-style-type: none">• Contracted Services use the Contracts Online 2.0 System to generate a Professional Services Contract• Non-Contracted Services use the IFAS Purchase Requisition Module	Tech Services & Procurement



The Knowledge Center Dashboard

CENTRAL OFFICE STAFF HOME KNOWLEDGE CENTER FAQ

 ABI	 Academic Discussion	 Board of Education	 Budget Dev.Tool	 Catering	 Common Core, SBAC, Chromebooks	 Contracts Online 2.0	 CSSSP	 Data Reports
 Staff & Dept. Directory	 EduSoft	 E-Marketplace	 Employee Dollar Stretcher	 Employee Online	 Employee Relations Center	 Facilities Work Orders	 Federal Time Accounting	 IFAS - Dashboard
 IFAS - Citrix	 Instructional Minutes	 IT Help Desk Ticketing System	 Online IEP	 On-track	 OUSD Brand Tools	 OUSD Libraries	 Pay Resolution	 School Messenger
 Smartfind Substitute System	 Staff Wellness	 Summer Programs	 Tech. & Computer Ordering System (TACOS)	 Web 504				

Minimize



Purchasing Supplies, Equipment & Services

Procurement & Distribution Services Core Functions

- *Strategic Sourcing of goods and services to enhance Academic Achievement*
- *Maintains relationships with vendors*
- *Notifies vendors of requests for Supplies, Equipment & Services*
- *Assigns purchase order (PO's) numbers for each purchase requests (PR's)*
- *Receives and tags some goods, then delivers to site*
- *Use IFAS and eMarketplace to support procurement by:*
 - ✓ *Submitting requests to order goods and services*
 - ✓ *Checking the status of submitted requests*



Questions and Answers

For More Information...

OUSD Website:

Financial Transparency Quick Link, or through *District Services* for Job Aides, forms, or instructions on everything you need.

Intranet:

In the Knowledge Center, search on “Purchasing Goods and Services”

Email:

michael.moore@ousd.org

EVERY STUDENT THRIVES!



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