

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





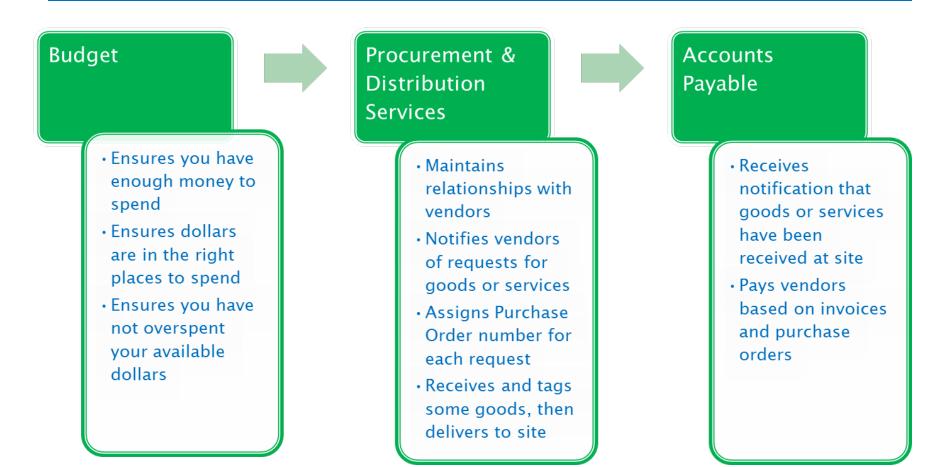
#### Procurement & Print Shop Staffing Information 2015-2016

7		
Joel Ross		
Glory Nkems		
Brenda Lewis		
Marilyn Thomas		
Lincoln J. Lee		
Thomas Scott		
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 - *processing over \$242 million in purchase orders annually.* 



#### **Roles & Responsibilities**





#### If A Site Wants to Buy...

If A Site Wants To…	Use	And Contact
Buy Supplies	<ul> <li>eMarketplace</li> <li>IFAS Purchase Requisition Module</li> </ul>	Procurement
Buy Equipment	<ul> <li>eMarketplace</li> <li>IFAS Purchase Requisition Module</li> </ul>	Procurement
Buy Services	<ul> <li>Contracted Services use the Contracts Online 2.0 System to generate a Professional Services Contract</li> <li>Non-Contracted Services use the IFAS Purchase Requisition Module</li> </ul>	Tech Services & Procurement



#### The Knowledge Center Dashboard

CENTRAL OFFICE STAFF HOME KNOWLEDGE CENTER FAQ										
АВІ	Academic Discussion	Board of Education	<b>J</b> Budget Dev.Tool	Catering	Common Core, SBAC, Chromebooks	Contracts Online 2.0	CSSSP	Data Reports		
Staff & Dept. Directory	<b>C</b> EduSoft	E-Marketplace	Employee Dollar Stretcher	Employee Online	J Employee Relations Center	Facilities Work Orders	<b>C</b> Federal Time Accounting	IFAS - Dashboard		
FAS - Citrix	Instructional Minutes	C IT Help Desk Ticketing System	Online IEP	Con-track	OUSD Brand Tools	OUSD Libraries	Pay Resolution	School Messenger		
Smartfind Substitute System	Staff Wellness	Ö Summer Programs	Tech. & Computer Ordering System (TACOS)	Q Web 504 Minimize	8					



## 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





# OUSD Website:Financial Transparency Quick Link, or through<br/>District Services for Job Aides, forms, or<br/>instructions on everything you need.Intranet:In the Knowledge Center, search on<br/>"Purchasing Goods and Services"

Email: michael.moore@ousd.org



## **EVERY STUDENT THRIVES!**

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