

**PURCHASING AND CONTRACTS DIVISION
STRATEGIC PLAN
2007 - 2010**

Mission Statement: The mission of Purchasing and Contracts is to provide for fair and equitable treatment of all persons involved in public purchasing by the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

Key Result Area	Project	Project Status	Project Lead	Estimated Completion Date
1. Maximize and Streamline Competition with Professional Integrity				
Promote competition through a fair, ethical and streamlined process.	Volusia County Ordinance Update Review Committee	Pending	Cheryl Olson Becki Bishop	6/30/2007
	Purchasing & Contracts Procedures Manual Update	Pending	Cheryl Olson Becki Bishop	6/30/2007
	Purchasing Card Policies & Procedures Manual Update	Pending	Cheryl Olson Jeaniene Jennings	4/30/2007
2. Increase Customer Service				
Meet or exceed internal and external customer expectations by providing value-added services.	Internal Customer Training Program Enhancements	Pending	Leadership Team	9/30/2007
	Vendor Training Program Enhancements	Pending	Leadership Team	9/30/2007
	Internal Customer Surveys	Pending	Leadership Team	9/30/2007
	Vendor Surveys	Pending	Leadership Team	9/30/2007
	How to do Business with Volusia County Brochure	Pending	Leadership Team	9/30/2007
3. Continuous Process Improvement and Best Utilization of Technology				
Evaluate all internal processes and documents in order to standardize, streamline, and automate them in order to make the best use of available resources.	Standardization of all solicitation and contract documents with approval by Legal Dept.	Pending	Leadership Team	9/30/2007
	On-line records management for all division documents	On-Going	Donna Wagner	9/30/2007
	Streamline & automate Construction Team Processes	Pending	Amy Rossi	3/31/2007
Fully utilize all functionality of the New ERP System to be implemented between 2008 – 2010.	Enhance website to track plan holders & auto notification of addenda issued	Pending	Leadership Team	3/31/2007
	Create user-friendly on-line requisition system	Pending	Leadership Team	2008/2010
	Formalize Performance Measurements/Benchmarks	On-Going	Leadership Team	9/30/2007
	Create comprehensive internal procedures manual	Pending	Leadership Team	9/30/2007
	On-line creation of all solicitations documents	Pending	Leadership Team	2008/2010
	On-line Automatic Quote/Tabulation Feature	Pending	Leadership Team	2008/2010
	Vendor Self-Service Functionality for automatic notification of quotes, formal solicitations, addenda, tabulations, award recommendations, and plan holder tracking	Pending	Leadership Team	2008/2010
	NIGP Commodity Code Implementation	Pending	Leadership Team	2008/2010
	Contract Management and Reporting Tools	Pending	Leadership Team	2008/2010
	Project Management and Reporting Tools	Pending	Leadership Team	2008/2010