CITY OF PORT ST. LUCIE
PROCUREMENT- #133500

VISION STATEMENT

To be the exemplary professional public procurement department

MISSION STATEMENT

The Procurement Management Department provides a purchasing system that ensures integrity and fairness, with centralized responsibility for solicitation, contract, vendor selection, negotiation, contract management, surplus property, and emergency logistical support for the benefit of the City of Port Saint Lucie and its citizens.

DEPARTMENTAL FUNCTION

- Complete review and approval of all Purchase and Procurement Card Orders for the City
- Contract Management of all formal contracts
- Negotiate all contracts
- Analysis for in-house or privatization
- Analysis for lease or purchase
- Administration of the Copier Program
- Administration of the Janitorial Contact
- Administration of the mowing contract for City Hall and various Administration Offices
- Administration of the Auction contracts
- Administration of all the maintenance contracts (pest control, elevators, matts, and so forth)
- Administration of the Fleet Maintenance Contract
- Management of the City Procurement Card program
- Management of the fuel program
- Surplus Property
- Training to all departments on the procurement process
- Training to all vendors on the procurement process

DEPARTMENTAL OBJECTIVES

- Continue to be an accessible, valuable resource readily utilized by all City departments.
- To be sought after early in the procurement process.
- To provide the City departments with the tools and the training to purchase the items needed to perform their jobs.
- To provide contracts that meet the needs of the departments.
- Maintain National Purchasing Certification.
- Maintain the NPI Award of Excellence (national level) and the FAPPO Award of Excellence (state level)

DEPARTMENTAL SUCCESSES

- The Department implemented an on-line auction system that provides for in-house notice of surplus items and then automatically list the property on a national auction website.
- The Department successfully managed the solicitation of the Design-Build Contract for the Crosstown Parkway with no protest.
- The Department has implemented the use of an electronic sign-in system that provides instant email capacity with the ability to send attachments and the tracking of all attendees to all events,
- The Department was granted certification from the National Institute of Government Purchasing.
- Receipt of the 2015 NPI Award of Excellence, the Sterling Award, and the FAPPO Award of Excellence.
- Negotiated successful contracts for the Administration of Employee Health Benefits, Employee Health Care Clinic and Vehicle Maintenance.

	City Council Goals *(Principles)	Performance Indicators Procurement Management	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Proposed
Workload	A, B & C	Number of RFP'S	30	30	31	31
	A, B & C	Number of Sealed Bids	*95	90	114	114
	A, B & C	% of staff that is certified that is eligible	60%	60%	100%	100%
	A, B & C	Bid Protest/Legal Process	0	1	0	0
	A, B & C	FTE Savings from Visa Transactions	3.1	N/A	3.30	3.30
	A, B & C	Total # of Training Classes Given	10	10	20	10
	A, B & C	Auction	Yes	Yes	Yes	Yes
	A, B & C	Revenue from Auction			$76.350	$100,000
	A, B & C	Contracts Maintained	1,680	1,700	800	800
	A, B & C	Contracts Managed	210	N/A	328	328
	A, B & C	NIGP Accreditation Achievement Award	Yes	Yes	Yes	Yes
	A, B & C	NPI Achievement of Excellence	Yes	Yes	Yes	Yes
	A, B & C	FAPPO Award of Excellence	Yes	Yes	Yes	Yes
		Rebate to the City by VISA	$275,543	$270,491	$272,452	$400,000
	A, B & C	Savings cost per copy	$241,000	$241,000	$241,000	$241,000
	A, B & C	Savings Average from Bid Requirement	$4,933,000	$4,933,000	$3,182,000	$3,200,000
	A, B & C	Fuel Program Rebate			$29,287	$30,000
	A, B & C	Bid Negotiated Rebate			$246,448	$250,000
	A, B & C	Cost Avoidance for Reduction of PO's			$1,090,000	$1,000,000
Efficiency	A, B & C	Vendor Survey	75%	80%	95%	95%
	A, B & C	NIGP Internal customer Survey Improve overall satisfaction with the quality of service to 96%	94%	95%	98%	98%

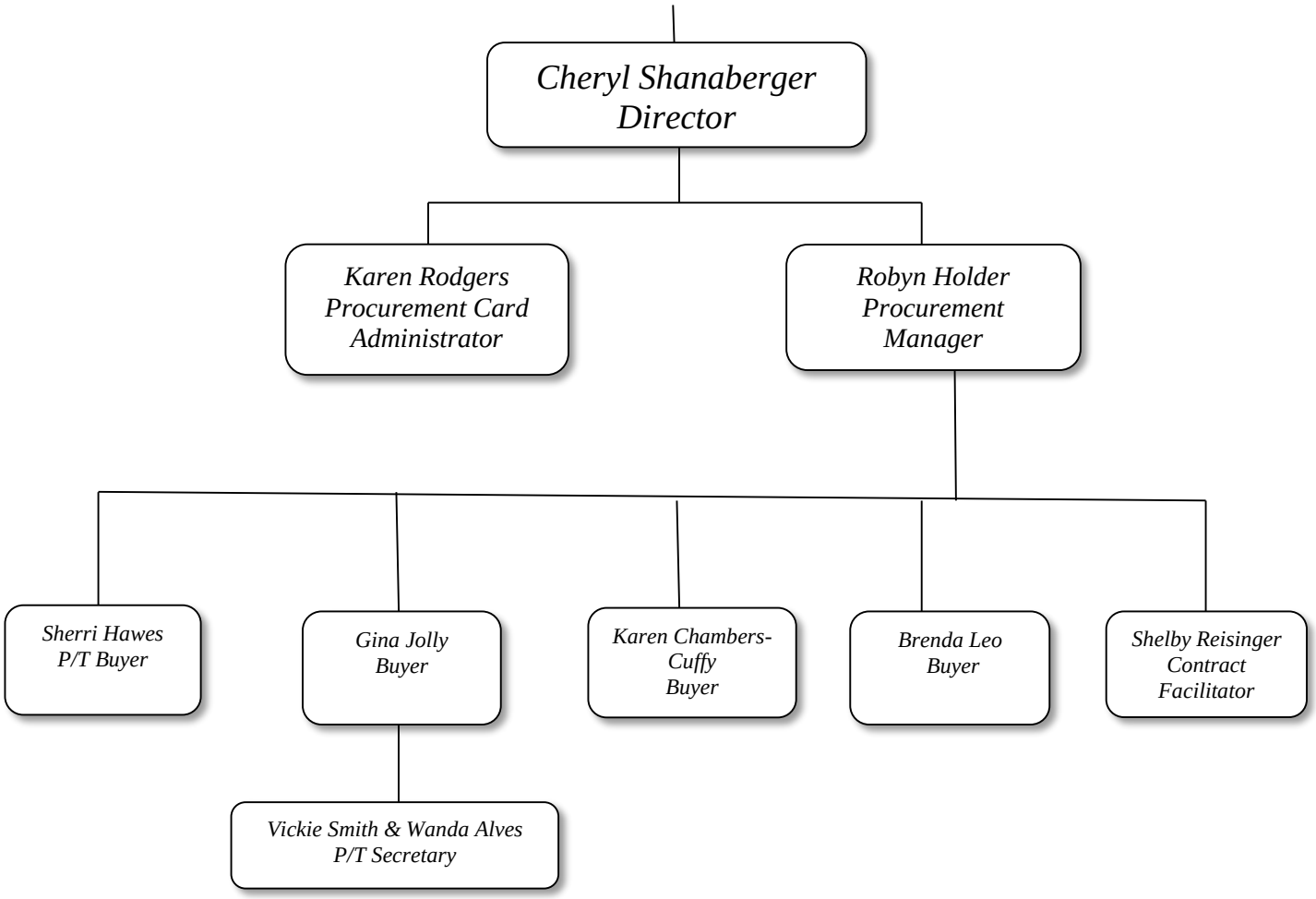
Principle "A" – Exceptional Municipal Services

2. Incorporating "best practices" into the services and service delivery in Port St. Lucie
4. Providing resources to support defined City services and service levels
5. Maintaining a high level of customer satisfaction
6. Providing resources to support defined City services and service levels
7. Streamlining and improving the delivery processes and identifying ways to improve
8. Evaluating the services and service delivery processes and identifying ways to improve

Principle "B" – Responsive to Community: Residents and Businesses

2. Providing a timely response to a request for service information
3. Adjusting City services and service delivery mechanism when needed
4. Seeking and using feedback from City customers to improve services and service delivery
5. Maintaining a high level customer satisfaction with City services
8. Taking time to explain a decision or action, especially when the answer is "no"

Principle "D" – Financially Responsible Manner

5. Delivering City services in the most cost effective and efficient way

Procurement Management Department