

# CAN YOU RELATE?



*Expanding Your Sphere of Influence*



Carrie Mathes, MPA, CFCM, NIGP-CPP, CPPO, C.P.M. CPPB, APP



# INFLUENCE

The capacity to have an effect on the character, development, or behavior of someone or something, or the effect itself.







# THE ART OF RELATING

*Trust*

*Common Interest*

*Mutual Respect*

*Meaningful Connection*

*Listen*


*Empathy*

*Vulnerability*

*Communication*







# CULTURE OF COLLABORATION



*Staff Members*  
*Internal Partners*  
*Business Community*  
*Peer Network*





# ONBOARDING STRATEGY



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*What Was Your Experience?*

*Intentional & Comprehensive*

*Hybrid/Telework Environment*

*Team Connectivity*



# RESOURCES FOR SUCCESS

## Basic Digital Workflows

- **Workload:Contract Management (Daily Work Area)**  
One for Each Section [Buying](#) / [Purchasing](#) / [Contracts](#)
- **Advantage Processing**  
Purchase Orders and Change Orders
- **Supervisor Review / Sign**  
Used to obtain approvals for Amendment, Addenda, Misc.
- **Posting & Agenda Item Processing**  
Used to obtain approvals for shortlists and agenda items
- **Schedulign Public Meetings**
- **Contract Numbering**
- **Tracking Protests**

## Key links

- **Monday.com**  
You already made it this far! Save a link to [ocgov.monday.com](http://ocgov.monday.com)
- **OpenGov/ProcureNOW (eProcurement System)**  
[ocfl.net/eprocurement](http://ocfl.net/eprocurement)  
*Open this link in Chrome*
- **Advantage Financial 3.12 (ERP)**  
<http://axprd03/webapp/FINPROD/Advantage>  
*Open this link in explorer*
- **Webex and Webex Teams Apps**  
*Critical to Communication*













### OTHER SYSTEMS AVAILABLE AS NEEDED

- **GovSpend (Pricing/ Sole Source Research)**  
[www.govspend.com](http://www.govspend.com)  
See your Supervisor for a Password if you need one
- **WebFocus (Reporting Procurement Data)**  
[http://owpwfo08.ocfl.net:8080/ibi\\_apps/biwelcome.jsp](http://owpwfo08.ocfl.net:8080/ibi_apps/biwelcome.jsp)  
*Click Public Access*

## Initial Training

- **Procurement Procedures Manual**  
[Click Here](#)
- **Internal Procedures (File Explorer)**  
P:\Department Wide\Internal Procedures\Internal Procedures-Updated

## CONTRACT FILE TEMPLATES/EXAMPLES

Procurement Plan (IFB/RFP)	
Solicitation Checklist (IFB/RFP)	
M/WBE Analysis Pre (RFP)	
Pre-bid/Pre-Proposal Sign in Sheet (IFB/RFP)	
Procurement Tabulation/Technical Evaluation (IFB/RFP) ** Sample**	
Department Evaluation (IFB)	
M/WBE Evaluation (IFB)	
Procurement Committee Development Memo	
Procurement Committee Member Approval Memo (RFP)	
Procurement Committee Meeting Memo/ Cover Letter	
Public Meeting Notice	
Public Meeting Minutes	
Master Agreement Input Form	





*Meet and Greet*

*Dedicated Time*

*Listen to Learn*

*Family*

*Interests*

*Aspirations*

*Questions*

*Team Culture*

*Affirm Commitment to  
their Success*



# CULTURE OF SUPPORT

EMPLOYEE



RECOGNITION



TRAINING

**IN THIS OFFICE**


WE ARE **PASSIONATE**  
We trust & treat others with  
*Honesty*  
& **RESPECT**  
We work hard and stand for  
**CREATIVITY**  
& *Innovation*

★We believe in★  
**COMMUNITY**  
We are  
**DEDICATED**  
& *Love*  
**WHAT WE DO**  
*We are Inspired*  
by each other

**WE ARE NOT AFRAID TO BE GREAT**



# CULTURE OF SUPPORT



DID YOU KNOW?

*Keep Your Team  
Informed*



GROWTH

*Create  
Opportunities for  
Growth*





# SEAT AT THE TABLE







# INTERNAL PARTNERS





# ARE YOU LISTENING?



*Handwritten signature*





**YOUR MOST UNHAPPY  
CUSTOMERS ARE  
YOUR GREATEST  
SOURCE OF LEARNING.**

BILL GATES



**INTERDEPARTMENTAL  
MEETINGS**











# BUSINESS COMMUNITY



*Market Sounding Events*

*Pre-Bid/Proposal*

*Pre-Solicitation Meetings*

*Debriefings*

*Educational Opportunities*  
*How To Do Business*  
*Strategies for Success*

*Focus Groups*







# PEER NETWORK



*In Person Events*

*Annual Conferences*

*Virtual Training*

*Mentoring*

*Chapter Meetings*

*Volunteer Collaboration*


*Discussion Forums*



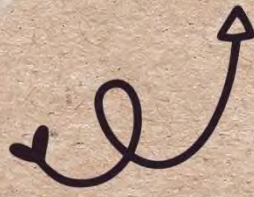




# PEER NETWORK



*This is Where The Story  
Begins.....*







**THANK YOU!**