

Public Sector Value Through Vendor Collaboration

Presented by: Sandra Herrera, NIGP-CPP, CPPO, CPPB, CPM, ACP
Collier County Procurement Director





Agenda

Communication Plan

Evaluations

Strategic Planning

Hurricane Prep

Group Activity

Vendor/Supplier Communication Plan

Elements of Plan:

- Purpose
- Mission/Vision Statement
- Commitment
- Roles & Responsibilities
- Pre-Award Vendor Engagement
- Post-Award, On-Going Enterprise Vendor Engagement



Vendor/Supplier Communication Plan

Purpose

➤ Outlines framework

Mission/Vision Statement

- A vision statement outlines what you want to become and how you want to impact vendor community, customers and its taxpayers.
- A mission statement is more present-focused and summarizes the primary goals, purposes, and values of an organization.

Vendor/Supplier Communication Plan

Commitment

- Outlines your agency's commitment to the Vendor Community

Roles & Responsibilities

- Outlines your agency's organizational structure
- Are you centralized, decentralized, or a hybrid?

Vendor/Supplier Communication Plan

Pre-Award Vendor Engagement

- Sourcing Forecast
- Vendor Data Base Registration
- Online Resources
- Roundtable Sessions
- Request for Information
- Pre-Proposals & Pre-Bid Meetings

Vendor/Supplier Communication Plan

Post-Award, On-Going Enterprise Vendor Engagement

- Pre-Award Meetings
- Annual Outreach Events
- Regional Outreach Events
- Small & Disadvantaged Minority & Women Business Enterprise
- Strategic Vendor Trade Fair

Roundtable Sessions

END USER & PROCUREMENT

- Identify Contractual and Performance Issues
- Identify volume of services/commodity
- Formulate Questions
- Set Agenda & Schedule Meeting

VENDORS COMMUNITY

- Provides market trends
- Answers Agency questions
- Educates Agency
- Provides feedback

Strategic Vendor/Supplier Trade Fair

The trade fair will give County Staff the ability to meet and greet with representatives under a contract providing goods and services. The Vendors will be exhibiting, and Procurement staff will be on hand to answer any questions related to the Procurement Process.

Vendor Evaluations

PURPOSE

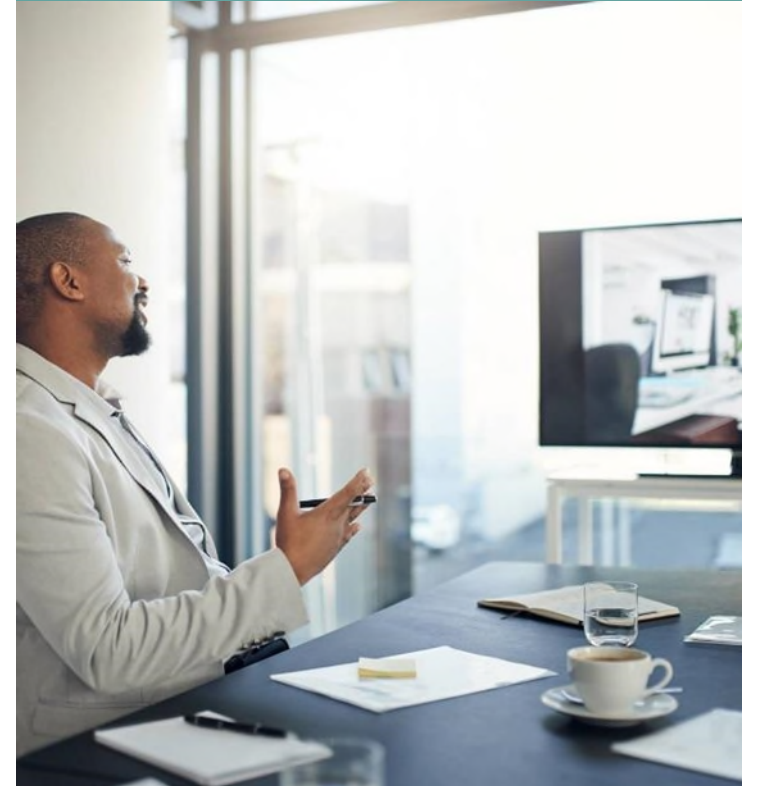
- Encourage and reward the delivery of quality performance and maximum value for the tax dollar;
- Provide meaningful feedback to vendors in need of improving their performance; and,
- Enhance the vendor selection process.

EVALUATION

- 12-metric form through Qualtrics
- Available 24/7
- Reporting capability
- Mitigates performance issues

Strategic Planning

- Quarterly End User Meetings
 - Evaluate current needs
 - Identify future needs
- Quarterly Contracts Audit
 - Evaluate usage and identifies issues
- Quarterly Small Purchase Audit
- Contract Administration Training



Strategic Planning – Hurricane Readiness

- Lessons Learned from Irma
 - Prepare and prepare
- Establish contracts that are FEMA complainant
- Publish Hurricane Contracts List
- Quarterly End User Reminders
- Provide guidance on contract usage
- Post – Lessons Learned



GROUP ACTIVITY

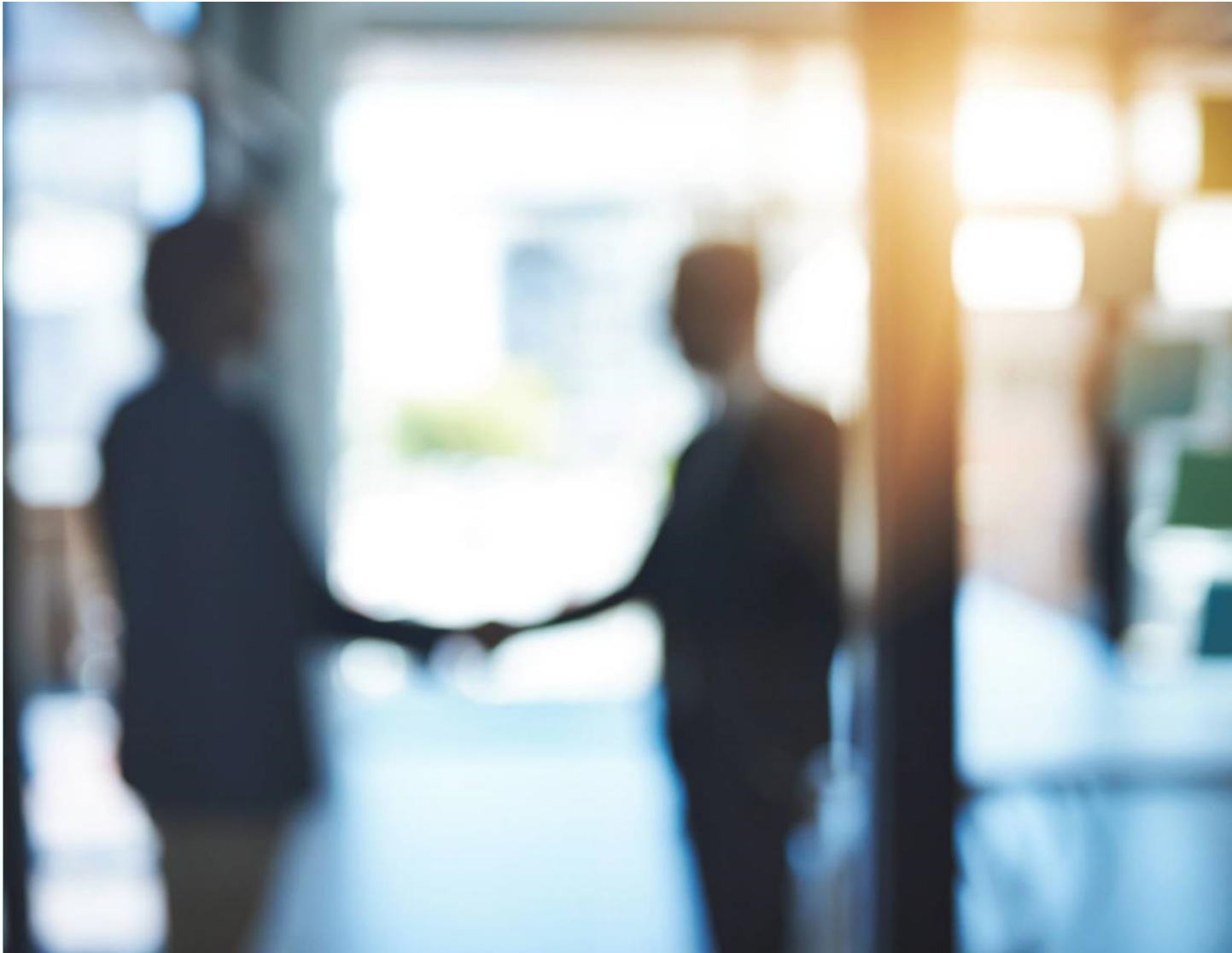




In business
courtesy and
efficiency have a
symbiotic
relationship.

Eleanor Roosevelt





Thank you

Sandra Herrera

Sandra.Herrera@colliercountyfl.gov

239-252-8407