

2024 Award for Best Practice in Public Procurement

Category 3: "Contribution to the Advancement of Community, your Entity, or the Public Procurement Profession"

Virtual Lunch and Learn Series

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Broward County Purchasing Division

I. Introduction

The Broward County Purchasing Division developed a Virtual Lunch and Learn Series to afford vendors, organizations, and various departments within the agency to share valuable information. These online sessions serve as a platform for key internal and external stakeholders where they can share their insights on procurement processes, best practices and/or invaluable tools and resources that the audience may not have been privy to before. And, since they are recorded, they can be shared with other staff and/or industry professionals for future viewing, thereby expanding the reach beyond just Broward County's procurement team.

Since the inception of the Lunch and Learn Series in 2023, the Purchasing Division has hosted over 30 sessions with guest speakers including the Federal Bureau of Investigation (FBI), Florida Association of Public Procurement Officials (FAPPO), Southeast Chapter of the National Institute of Governmental Purchasing (SE-NIGP) and Broward's Office of Inspector General which has added value to the overall procurement process and has contributed to the overall good of the community.

II. Business Need/Problem

Broward County has several employees outside of the Purchasing Division that are involved, in some capacity, with procurement that were unfamiliar with the internal and external resources available to assist them in performing their duties. This knowledge gap also existed for new employees to the Purchasing Division and/or employees who are not directly involved in procuring goods or services.

The Lunch and Learn Series was developed to educate new or existing employees on best practices in procurement, tools/resources that are available and spotlight agencies or organizations that they can tap into to facilitate their growth as procurement professionals.

III. Description

The Broward County Purchasing Division developed a Virtual Lunch and Learn Series to afford vendors, organizations, and various departments within the agency to share valuable information. These online sessions serve as a platform for key internal and external stakeholders where they can share their insights on procurement processes, best practices and/or invaluable tools and resources that the audience may not have been privy to before.

Each session is hosted in Microsoft Teams by a trained facilitator and the guest speakers present using Microsoft PowerPoint, their websites and other resources. Sessions are interactive, affording participants the opportunity to ask questions and receive responses in real-time. Additionally, sessions are recorded for future viewing and participants are

encouraged to share the materials received as well as the link to the playlist of all recorded sessions with their colleagues.

Purpose

Develop a virtual learning series to afford vendors, organizations, and various departments within Broward County to share valuable information that can be used by client agencies to better procure goods and services.

Objectives

- Increase knowledgebase of client agencies on Broward County Purchasing Division best practices
- Create a venue for internal and external stakeholders to showcase their offerings for consideration when procuring goods and services
- Educate client agencies on industry-recognized procurement associations/organizations with valuable resources
- Promote mutual understanding and teamwork between the Purchasing Division and our client agencies to facilitate the procurement process

Time Frame for Development

The development and launch of the Lunch and Learn Series occurred in January 2023.

Broward County's Purchasing Division - Business Operations and Resources Section (BORS) staff met with Purchasing Directors and Managers to identify potential speakers/vendors and reached out to the various contacts to create a schedule.

Based on the objectives and topics identified, BORS worked with the Broward County Office of Public Communications to design and develop a virtual training calendar on the intranet and scheduled all sessions to be hosted via Microsoft Teams.

Target Audience

The Lunch and Learn Series was developed by the Purchasing Division for all Broward County employees to educate them on procurement best practices and resources that can assist them in effectively procuring goods and services for their agencies.

IV. Technology and Features

The series is hosted in Microsoft Teams and is also advertised on the Purchasing Division's intranet page. Additionally, the recordings are posted on YouTube and have been curated into a playlist for future viewing by the general public and new hires in the Division and the County.

V. Budget/Cost

The development and implementation of the Lunch and Learn Series had no associated cost other than staff time.

VI. Project Results/Success/Benefits

Client agencies and procurement staff are enjoying the results of the Lunch and Learn Series. Agencies have expressed how much more knowledgeable they are about the procurement process and have requested to be included on the invitations for future sessions. Similarly, procurement staff shared that the series has increased their awareness about the various associations and resources available to them that have helped improve how they do their jobs.

VII. Worthiness of an Award

Broward County Purchasing Division's Lunch and Learn Series is worthy of the FAPPO 2024 Award for the following reasons:

- Increased knowledgebase of client agencies on Broward County Purchasing Division best practices
- Created a venue for internal and external stakeholders to showcase their offerings for consideration when procuring goods and services
- Educated client agencies on industry-recognized procurement associations/organizations with valuable resources
- Promoted mutual understanding and teamwork between the Purchasing Division and our client agencies to facilitate the procurement process

Exhibit A – Screenshot of [Lunch and Learn Playlist](#) on YouTube

The screenshot shows a YouTube playlist page. On the left is the YouTube navigation sidebar with options like Home, Shorts, Subscriptions, and a 'You' section with 'Your channel', 'History', 'Your videos', 'Watch later', and 'Show more'. Below that is the 'Explore' section with categories like Trending, Shopping, Music, Movies & TV, Live, Gaming, News, Sports, and Learning.

The main content area features a large video player for the first video in the playlist, titled "2023 Lunch and Learn Series". The video is categorized as "Purchasing Training" and is "Unlisted". It has 27 videos, 290 views, and was last updated on Dec 14, 2023. Below the video player are "Play all" and "Shuffle" buttons, and a note that there is "No description".






To the right of the main video player is a list of playlist items, each with a video thumbnail, title, and metadata:

- Lunch and Learn Agency Spotlight: Purchasing Division - Bob Gleason 9-13-23**
Purchasing Training • 52 views • 4 months ago
- Lunch & Learn Agency Spotlight - Office of County Auditor Bob Melton 9-27-23**
Purchasing Training • 32 views • 3 months ago
- Lunch and Learn with BC Purchasing - Changes to Procurement Code Connie M. and Fernando A. - 8-31-23**
Purchasing Training • 28 views • 4 months ago
- Lunch and Learn with Celonis, Inc. - Jade Littleton and Tim Kutz 7-12-23**
Purchasing Training • 26 views • 6 months ago
- Lunch and Learn with Omnia - 1-20-23**
Purchasing Training • 25 views • 7 months ago
- Lunch and Learn with Procurement IQ - 12-20-22**
Purchasing Training • 24 views • 7 months ago
- Lunch and Learn - Best Practices for Construction Procurements Christine, Carolyn, Melissa 10/27/23**
Purchasing Training • 23 views • 2 months ago

Exhibit B – Screenshot of Purchasing Division Events Calendar

Events

All Categories Any Day

<p>LUNCH & LEARN</p>  <p>JAN 31 Agency Spotlight: Office of Public Communications Wed, Jan 31, 12:00 p.m.</p>	<p>LUNCH & LEARN</p>  <p>FEB 8 Vendor Spotlight: Pavilion Thu, Feb 8, 12:00 p.m.</p>	<p>LUNCH & LEARN</p>  <p>FEB 22 The Protest Process (Broward County Attorney's Office) Thu, Feb 22, 12:00 p.m.</p>
<p>LUNCH & LEARN</p> 	<p>LUNCH & LEARN</p> 	<p>LUNCH & LEARN</p> 