

## **EXHIBIT A RECOMMENDATIONS**

- **Management Analyst III Position-** The position would be established within the Contracts/Purchasing Division and function as Contract Development Specialist for departments.

### Main Functions

- Prepare and process contracts for smaller departments who do not have personnel resources to process contracts.
- Act as liaison between the departments for contract development.
- Assist in the development, implementation and future revisions of Standard Operating Procedures (SOP) for contract processing.
- Create, track and report on performance measures.
- Coordinate and facilitate communication between departments to gain a better understanding of roles and responsibilities.
- Assist in the development and implementation of the Contracts Academy to provide the curriculum for contract negotiation, processing and management by working with all stakeholders.
- Oversee, plan and coordinate Contracts Academy scheduling and any training available via LDN.
- Oversee contract processing workflow including development.
- Conduct analyses, evaluate, develop, recommend and implement policy and/or procedural changes, new methods, and/or automated systems in order to increase efficiency and improve the contract development and processing.

Cost Estimate: FY2013-14 \$52,000

Implementation date goal: March 2014

- **Development of Contract Processing Workflow Tracking-** This would establish a system for tracking the workflow and instantly locating contracts within the flow, proper review of contracts and accountability.

### Main Functions

- Provide contract tracking access to all departments enabling them to know exactly where a contract is in the approval process.
- Assure the proper approvers have reviewed and approved the contract.
- Allow for data to be gathered and analyzed to identify areas of improvement and to set and monitor performance measures.
- Develop workflows for the various types of contracts to insure proper review.

Cost Estimate: The cost is under review, but minimal costs are estimated as the module already exists in the Enterprise System used by the County.

Implementation date goal: July 2014

- **Development of Contract Academy-** The academy would help develop a structured training program for contract development and processing. Academy certification will be required for all County staff assigned to contract functionalities.

### Main Functions

- Work with the Management Analyst to develop and maintain the Contracts Academy.
- Assist in the development and incorporate the SOP for contract processing into the curriculum.
- Create a curriculum relevant to acceptable industry standards and County Policy and Guidelines which address the preparation, negotiation, processing and management of contracts.
- Select and develop trainers that are able to facilitate the transfer of knowledge while being an expert in the respective field of learning.
- Provide certification to County staff who successfully earn Contract Academy Certification through testing.

Estimated Cost: Proposal to be received in January 2014

Implementation date goal: May 2013