

BOARD BRIEF

Date: March 12, 2021

BOARD INFORMATION: X

MEETING PREPARATION:

FROM: Dominic B. Turner, Chief Financial Officer

THROUGH: Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

TO: The Honorable Meagan Alderton, Chair, and
Members of the Alexandria City School Board

TOPIC: Procurement Office Restructure

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 4: Strategic Resource Allocation

SY 2020-2021 FOCUS AREA:

Focus Area 1: Reopening of School

FY 2021 BUDGET PRIORITY:

Increased Staff Retention

Improving Customer Relationship Services and Management

Communications and Customer Service for Internal Stakeholders

SUMMARY:

The Procurement Office within the Financial Services Department is undergoing an organizational restructuring to improve productivity, efficiency, and staff retention. As our Combined Funds and CIP budgets continue to grow, to meet our purchasing demands it was necessary to make these changes.

The Assistant Director II will now have the primary purchasing responsibilities of the Combined Funds Budget, while the Director will supervise this work and take primary responsibilities of all capital purchases. With the addition of a Senior Buyer and reclassifying the Buyer I to a Buyer II we are ensuring that we will have the staff needed to provide the level of service demanded by our internal and external stakeholders. In addition, this creates the space for our Director and Assistant Director to work with the Chief Financial Officer on improving the “three Ps”, Policy, Process, and Procedures. For effective operations all three Ps must be in alignment. Ensuring this will lead to marked improvement for our purchasing throughout ACPS. Lastly the new structure creates an embedded succession plan and internal career path for retaining talented staff.

The Procurement Office is currently in the final recruitment stage for our Senior Buyer and

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Contract Specialist positions, and is reviewing applications for our Director and Buyer II positions.

BACKGROUND:

The purchasing demands within ACPS have been growing over the past several years, leading to increased strain on the Procurement Office. To meet these demands and provide the level of service required by our internal and external stakeholders the Procurement Office is undergoing an organizational restructuring.

RECOMMENDATION: The Superintendent recommends that the School Board review this information.

IMPACT:

The reorganization of the Procurement Office will allow the Financial Services Department to better serve ACPS, as both our Combined Funds and CIP budgets continue to grow placing strain on purchasing.

ATTACHMENTS:

Office Organization Chart (Current)

Office Organization Chart (New)

CONTACT:

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