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Procurement and Contracting Office Strategic Plan FY2023-2024

1. Executive Summary

The Ada County Highway District (ACHD) Procurement and Contracting Office (PCO) Strategic Plan provides a framework for current and future operations. ACHD's mission of providing quality transportation to a burgeoning region is best served by a proactive and forward leaning PCO. While the PCO's primary responsibility centers on bidding and contract writing, its full scope of operations involves a range of customer service roles in support of both internal and external stakeholders. The PCO is a trusted source, responsible for ethically serving its stakeholders in a timely and efficient manner.

In parallel with the ACHD Director's innovation initiatives, PCO must stay on the forefront of technology and procurement practices. PCO functions best by maintaining a flexible and accessible procurement process that will withstand economic and global changes in critical areas such as public health, materials cost, and communication. The strategic plan also provides better integration of procurements during the ACHD budget process by focusing on front-end planning and reduction of reactive stop-gap measures.

The PCO Strategic Plan is a 2-year plan. This document is intended to evolve over time as the field of procurements evolves. It will be further supported by other organizational cornerstones such as the PCO's Standard Operating Procedures and Training Program. A PCO that can forecast and execute continuous agency-wide procurements, from a growing pool of sources, with complete transparency towards efficient use of public funds, will be successful.

2. Mission Statement

The Procurement and Contracting Office solicits a range of goods, services, and public works construction for the ACHD, through a competitive and efficient use of public funds.

3. Vision Statement

The PCO will strive to assist with all procurement processes for ACHD, increasing outreach across a wide range of contractors and vendors, while reducing waste and streamlining resources.

4. Core Values

The PCO will treat all external agencies, stakeholders, and the public, with fairness and transparency in all operations, to promote positive and equitable relationships.

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5. Goals and Objectives

Goal #1 – Update PCO Strategic Procurement Plan for FY 2023 - 2024

- Objective 1
 - Draft Strategic Plan for final review.
 - February 23rd, 2023
- Objective 2
 - Submit Strategic Plan for Chief of Staff / Executive Team review.
 - February 24th, 2023
- Objective 3
 - Formalize and publish the PCO Strategic Procurement Plan during National Procurement Month
 - March 2023

Goal #2 – Implement Efficiency and Analysis Tools for the PCO

- Objective 1
 - Develop and publish a recurring report to assess patterns, trends, and effectiveness of ACHD procurement practices, including cost effectiveness of eProcurement software
 - June 1st, 2023
- Objective 2
 - Develop and publish a recurring change order tracking report, to assess estimate vs actual cost analysis of a project through its lifecycle.
 - September 30th, 2023
- Objective 3
 - Develop and conduct internally driven, agency-wide, audit of procurement processes.
 - December 1st, 2023

Goal #3 – Establish PCO Reference Materials

- Objective 1
 - Conduct formalized Procurement 101 Refresher Training on a bi-monthly basis for select ACHD personnel involved in procurement procedures.
 - June 1st, 2023
- Objective 2
 - Publish Standard Operating Procedure and New Hire Orientation program.
 - September 30th, 2024

Goal #4 – Increase PCO Credentialing Level

- Objective 1
 - Maintain minimum of two classes/courses per year for each PCO team member, relating to national credentialing or other areas of duty description.
 - Annually
- Objective 2
 - Earn national accreditation, "Accreditation for Quality Public Procurement Departments" (QPPD) for the PCO.
 - September 30th, 2024