Ohio Fiscal Academy

Standardizing Procurement to Payment Processes across State Agencies
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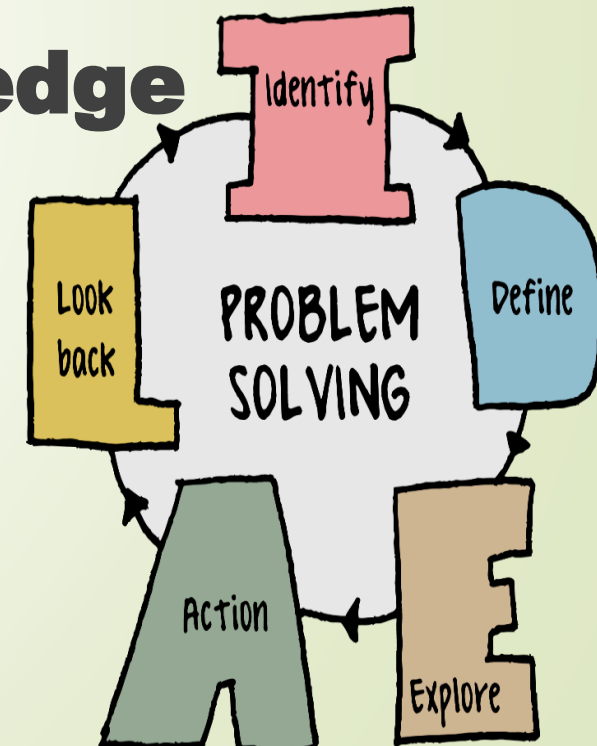&
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Background of the Problem

- **Various Agencies with Multiple Software Systems**
- **CAS System Users**
- **2009 Evolution to Ohio Admin. Knowledge Systems(OAKS)**
- **Enterprise Resource Planning (ERP)**
- **Create OAKS Experts**

Problem Statement

- State government is missing discount opportunities

- Missing economies of scale opportunities

- Missing benefits associated with standardization

Purpose Statement

- Explore procurement processes to determine standardized system that might be applicable statewide.

- Population – All procurement and Payment Personnel

- Sampled 3 agencies using OAKS and 4 agencies NOT using OAKS

STATEMENT OF PURPOSE

Conceptual Framework

- BPR – Business Process Reengineering method
- BPR defined
- Five fundamental procedures
- Fits our study; targets our goals
- Technology and change

Organizational Assessment

Project Research Expectation

➡ Common Tool

➡ Improve Procurement Process

➡ Efficient Use of Taxpayer Dollars

Methods of Gathering Data

- Interview Process
  - Subject Matter Expert (SME)
    - Three OAKS Users
    - Four Non-OAKS users
- Data Analysis
  - Data gathering
  - Separating data by similarity
  - Report findings
  - Analyze data

Presentation of Findings

- **Theme 1 OBM/DAS Procurement Policies**

  - **6 out of 7 (86%) of participants used OBM/DAS procurement policies.**

  - **1 out of 7 of the participants used their own in-house procurement process.**

- **Theme 2 Use of OAKS for Procurement to Purchase**

  - **OAKS is being used for purchase request to issued purchase orders and to process payments.**

Presentation of Findings

- Theme 3 Benefits of the Existing Procurement System
  - Efficiency and reliability
  - OAKS provides consistency in contracts, purchase orders, and payments for suppliers
  - Elimination of paperwork

Presentation of Findings – Cont..

- Theme 4 Disadvantages of the Existing Procurement System
  - OAKS or other systems are not without flaws.
  - Length of time it takes to execute the full procurement process.

Every great solution needs a great problem.

Leadership Freak

Recommendations & Conclusion

- **1. Get every agency statewide to utilize OAKS as their main System.**

- **2. Train all state employees on the OBM/DAS policy.**

- **3. Using the same system ensures the data collections for reporting purposes will be consistent and not skewed by system inconsistencies.**

Recommendations & Conclusion – Cont..

- ➤ 4. One secured system as opposed to separate systems that are not necessarily as secured as OAKS.

- ➤ 5. Foster creativity to enhance current process and engage new hires.

- ➤ 6. Eliminate or streamline unnecessary restrictions that hamper the process flow.

- ➤ 7. All agencies, commissions, boards, and organizations within the state of Ohio should utilize OAKS for procurement activities because it will standardize the process across the State.

Recommendations & Conclusion

➤ 8. Standardization of procurement processes should be enforced as a tool to allow maximum advantage of discounts to be taken in purchasing activities.

➤ 9. Greater efficiencies will be gained in procurement activities if all State employees use the same system.

➤ 10. Standardizing procurement process across the state to become more efficient when processing to help reduce the length of time that it is currently taking.

QUESTIONS?