



El Camino College

# Program Review

Procurement Services

# Planning of Goals - Procurement Services

## Goal No. 1: Training

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### Goal Description

Develop and provide training opportunities to management and classified staff at least three times per year.

### \* Goal Status

In Progress/Funded

### \* Goal Cycle(s)

July 2023 - June 2027

### Actions/resources needed to meet goal

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#### Active

Y

#### Action

Action

### Actions/resources needed to meet goal

Procurement Services will provide training opportunities regarding procurement services, for example purchasing 101, cooperative agreements, requisition to PO process and contracts.

### \* Performance indicator/accomplishment

Management and classified staff will discuss topics to demonstrate an understanding

## Goal No. 2 Integrate Purchasing and Risk Management

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### Goal Description

Integrate purchasing with risk management to ensure properly defined business and risk management integration with contracts/agreements.

### \* Goal Status

In Progress/Funded

### \* Goal Cycle(s)

July 2023 - June 2027

### Actions/resources needed to meet goal

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#### Active

Y

#### Action

Action

### Actions/resources needed to meet goal

Contract with the Moss Adams to assess business processes to develop policies and procedures

### \* Performance indicator/accomplishment

Provide supporting agreements and documents for assessments

# Planning of Outcomes - Procurement Services

## Policy/Procedure manual

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### Outcome Description

Prepare a policy and procedure manual by integrating purchasing with other District departments.

### \* Outcome Status

In Progress/Funded

### \* Outcome Cycle(s)

July 2021 - June 2025

### Actions needed to achieve outcome

Prepare a policy and procedure manual by researching, working with fiscal services assessment outcomes, work with other division/ departments

### Performance indicator/accomplishment

An fiscal services assessment is performed to assess current situation and needs.

### Target

Manual is updated as needed.

## Training: Develop and provide training opportunities to personnel at least two times per year.

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### Outcome Description

Procurement Services will provide training opportunities regarding procurement services.

### \* Outcome Status

In Progress/Funded

### \* Outcome Cycle(s)

July 2021 - June 2025

### Actions needed to achieve outcome

Procurement Services will provide training opportunities regarding procurement services, for example purchasing 101, cooperative agreements, requisition to PO process and contracts.

### Performance indicator/accomplishment

Staff will discuss topics to demonstrate an understanding

### Target

Training are provided at least twice annually.

### Facilities & Equipment Assessment

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**What resources does the office/program currently have? Attach any documents in the next field.**

No additional resources are needed at this time

**What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.**

No Additional resources are needed.

### Technology & Software Assessment

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**What resources does the office/program currently have? Attach any documents in the next field.**

No additional technology is needed

**What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.**

no additional resources are needed

### Staffing Assessment

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**What resources does the office/program currently have? Attach any documents in the next field.**

No additional services needed at this time