









Extracted from Tk20: Purchasing Assessment Plan 2010-2011

**Bergen Community College > Administrative & Educational Support (AES) Units > OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES > Purchasing > Plans**

View By:  View Assessment Period:  [View Data from Previous Assessment Plan Versions >](#)

-  [Develop a matrix/template to be used by Purchasing personnel for assembling bid/rfp packages](#)  Not Complete
-  [Review vendors/services used at BCC at the Meadowlands to aggregate purchases and incorporate into existing contracts or upcoming bids.](#)  Not Complete
-  [Meet with Datatel representatives regarding purchasing system issues. Explore "best practices" for other colleges to see how BCC matches up. Determine resolutions for outstanding issues that can be done or cannot be done under present Datatel release.](#)  Not Complete
-  [All members of the Purchasing Dept will obtain RPPO/S certification through Rutgers Center for Government Services by December 31, 2010](#)  Not Complete

Develop a matrix/template to be used by Purchasing personnel for assembling bid/rfp packages

**Assessment Plan: Bergen Assessment Plan**

Plan Overview	
Outcome/Goal	Develop a matrix/template to be used by Purchasing personnel for assembling bid/rfp packages
Assessment Period	2010-2011 Annual Goals
Description	

**Data Collection-**

**Measres**

**Measures-1:** The matrix/template will be used in the preparation of bid/rfp packages so that consistent information is provided in all bids/rfps and to minimize errors and omission of information.

**Results Form**

This goal was: Met  Partially Met Not Met

Results			
This outcome was:	Met	<input checked="" type="checkbox"/> Partially Met	Not Met
Percentage Met:	50%		
<b>Were these results used to make improvements to the program/department?</b>	<input checked="" type="checkbox"/> Yes	No	

**Analysis Form**

## Analysis

After reviewing the results, what analyses can be derived?

1.

2.

3.

4.

Supporting Documentation

No file attached

## Recommendation Form

### Recommendations

Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?

1.

Was this recommendation implemented?

Yes      No

Recommendation was implemented during the following assessment period:

Not yet implemented

2.

Was this recommendation implemented?

Yes      No

Recommendation was implemented during the following assessment period:	Not yet implemented
3.	
Was this recommendation implemented?	Yes No
Recommendation was implemented during the following assessment period:	Not yet implemented
4.	
Was this recommendation implemented?	Yes No
Recommendation was implemented during the following assessment period:	Not yet implemented
Upload any supporting documents to further elaborate on the recommendations listed above.	No file attached

### Budget Implications

Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome? Yes  No

### Additional Budget Request

Amount Requested	Purpose	Amount Received	Date
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### Actions Form

### Improvements

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?	Yes	No
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List all improvements made:

1.	
2.	
3.	
4.	
5.	

**Feedback**

Feedback		
<a href="#">Feedback Form</a>	<a href="#">From</a>	<a href="#">Last Update</a>

Review vendors/services used at BCC at the Meadowlands to aggregate purchases and incorporate into existing contracts or upcoming bids.

**Assessment Plan: Bergen Assessment Plan**

Plan Overview	
Outcome/Goal	Review vendors/services used at BCC at the Meadowlands to aggregate purchases and incorporate into existing contracts or upcoming bids.
Assessment Period	2010-2011 Annual Goals
Description	

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**Data Collection**

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**Measures-1:** Procurement for major services used at the Lyndhurst facility will be rolled into bids for

services used in Paramus and Hackensack to leverage volume and minimize administrative costs.

### Advanced Measures

Measures
No advanced measures defined for this goal.

### Results Form

This goal was:  Met  Partially Met  Not Met

Results			
This outcome was:	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Partially Met	<input type="checkbox"/> Not Met
Percentage Met:	100		
Were these results used to make improvements to the program/department?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

### Analysis Form

Analysis
After reviewing the results, what analyses can be derived?

1.		
2.		
3.		
4.		
Supporting Documentation		No file attached

**Recommendation Form**

Recommendations		
Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?		
1.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:		
2.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:		



3.	Was this recommendation implemented?	Yes	No
	Recommendation was implemented during the following assessment period:		
4.	Was this recommendation implemented?	Yes	No
	Recommendation was implemented during the following assessment period:		
	Upload any supporting documents to further elaborate on the recommendations listed above.	No file attached	

### Budget Implications

Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome?	Yes	No
---	-----	----

### Additional Budget Request

Amount Requested	Purpose	Amount Received	Date
------------------	---------	-----------------	------

### Actions Form

### Improvements

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?	Yes    No
<b>List all improvements made:</b>	
1.  2.  3.  4.  5.	

**Feedback**

Feedback		
<a href="#">Feedback Form</a>	<a href="#">From</a>	<a href="#">Last Update</a>

Meet with Datatel representatives regarding purchasing system issues. Explore “best practices” for other colleges to see how BCC matches up. Determine resolutions for outstanding issues that can be done or cannot be done under present Datatel release.

**Assessment Plan: Bergen Assessment Plan**

Plan Overview	
Outcome/Goal	Meet with Datatel representatives regarding purchasing system issues. Explore “best practices” for other colleges to see how BCC matches up. Determine resolutions for outstanding issues that can be done or cannot be done under present Datatel release.
Assessment Period	2010-2011 Annual Goals
Description	

**Data Collection**

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**Measures:** 1-The Datatel system for procurement will be utilized to its full potential.

**Advanced Measures**

Measures
No advanced measures defined for this goal.

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**Results Form**

This goal was:  Met  Partially Met  Not Met

Results	
This outcome was:	Met <input checked="" type="checkbox"/> Partially Met <input type="checkbox"/> Not Met <input type="checkbox"/>
Percentage Met:	
<b>Were these results used to make improvements to the program/department?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Analysis Form**

## Analysis

After reviewing the results, what analyses can be derived?

1.	We currently use most of the functionality of the software to its potential, however, the Datatel module for procurement has many limitations and Datatel has no plans for improvement that would enhance the system.
2.	
3.	
4.	
Supporting Documentation	No file attached

## Recommendation Form

### Recommendations

Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?

1.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:		
2.		

Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:		
3.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:		
4.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:		
Upload any supporting documents to further elaborate on the recommendations listed above.	No file attached	

**Budget Implications**

Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome?	Yes	No
---	-----	----

**Additional Budget Request**

Amount Requested	Purpose	Amount Received	Date
------------------	---------	-----------------	------

**Actions Form**

## Improvements

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?	Yes	No
---	-----	----

List all improvements made:

1.

2.

3.

4.

5.

## Feedback

### Feedback

[Feedback Form](#)

[From](#)

[Last Update](#)

All members of the Purchasing Department will obtain RPPO/S certification through Rutgers Center for Government Services by December 31, 2010

**Assessment Plan: Bergen Assessment Plan**

**Plan Overview**

Outcome/Goal	All members of the Purchasing Department will obtain RPPO/S certification through Rutgers Center for Government Services by December 31, 2010
Assessment Period	2010-2011 Annual Goals
Description	

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**Data Collection**

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**Measures**-Purchasing personnel will attend classes and pass the tests required for certification.

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**Advanced Measures**

**Measures**

No advanced measures defined for this goal.

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**Results Form**

This goal was:  Met  Partially Met  Not Met

**Results**

This outcome was:	<input checked="" type="checkbox"/> Met	<input type="checkbox"/> Partially Met	<input type="checkbox"/> Not Met
Percentage Met:	100%		
Were these results used to make improvements to the program/department?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

**Analysis Form**

## Analysis

After reviewing the results, what analyses can be derived?

1.	We currently use most of the functionality of the software to its potential, however, the Datatel module for procurement has many limitations and Datatel has no plans for improvement that would enhance the system.
2.	
3.	
4.	
Supporting Documentation	No file attached

## Recommendation Form

## Recommendations

Based on the results and analysis, what recommendations will be made to better achieve the desired outcome?

1.	
Was this recommendation implemented?	Yes      No
Recommendation was implemented during the following assessment period:	Not yet implemented
2.	

Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemented	
3.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemented	
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Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemented	
Upload any supporting documents to further elaborate on the recommendations listed above.	No file attached	

**Budget Implications**

Based on the ongoing results and analyses, are there budget requests that need to be made in order to achieve this outcome? Yes No

**Additional Budget Request**

Amount Requested	Purpose	Amount Received	Date
------------------	---------	-----------------	------

**Actions Form**

## Improvements

Below, list the improvements/action items that are being put in place in order to achieve this outcome/goal.

Were improvements made to achieve this outcome?	Yes	No
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List all improvements made:

1.	
2.	
3.	
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5.	

## Feedback

### Feedback

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