Extracted from Tk20: Purchasing Assessment Plan 2010-2011

	nity College > Administrative & Educational Support (AES) Ur VICE PRESIDENT OF ADMINISTRATIVE SERVICES > Purchas	
View By: Goal Previous Assessment	View Assessment Period: 2010-2011 Annual Goals View Date View D	a from
Develop a matrix/	template to be used by Purchasing personnel for assembling bid/rfp packages	Not Complete
Review vendors/s incorporate into existi	ervices used at BCC at the Meadowlands to aggregate purchases and ing contracts or upcoming bids.	Not Complete
for other colleges to s	representatives regarding purchasing system issues. Explore "best practices" see how BCC matches up. Determine resolutions for outstanding issues that of be done under present Datatel release.	Not Complete
All members of the Government Services	e Purchasing Dept will obtain RPPO/S certification through Rutgers Center for s by December 31, 2010	▲Not Complete
packages	emplate to be used by Purchasing personnel for assembling bid/rfp Bergen Assessment Plan	
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 ✓ Partially Not Met Met
Percentage Met:	50%
Were these results used to make improvements to the program/department?	✓ Yes No

Analysis Form

Analysis	
After reviewing the results, what analyses can be derived]?
1.	
2.	
3.	
4.	
Supporting Documentation	No file attached

Recommendations		
Based on the results and analysis, what recommendations will be made the desired outcome?	e to better	achieve
1.		
Was this recommendation implemented?	Yes	No
Recommendation was implemented during the following assessment period:	Not yet implemen	nted
2.		
Was this recommendation implemented?	Yes	No

Recommendation was implemented during the following assessment period:			1100 700	Not yet implemented	
3.					
Was this recommendation in	mplemented?		Yes	No	
Recommendation was imple period:	emented during the	following assessmen	t Not yet impleme	ented	
4.					
Was this recommendation in	mplemented?		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 at	tached	
Budget Implications					
Based on the ongoing result	s and analyses, are eve this outcome?	there budget request	ts that need	Yes No	
to be made in order to acme					
Additional Budget Request					

Actions Form

Improvements

Below, list the improvements/action item this outcome/goal.	ns that are being	out in place in orde	r to ac	hieve
Were improvements made to achieve this	outcome?		Yes	No
List all improvements made:				
1.				
2.				
3.				
4.				
5.				
Feedback				
Feedback				
Feedback Form	<u>From</u>	Last Update		

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	

Data Collection

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:	✓ Met	Partially Met	Not Met
Percentage Met:	100		
Were these results used to make improvements to the program/department?		✓ No	

Analysis Form

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

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

Recommendations		
Based on the results and analysis, what recommendations will be made to better achie outcome?	ve the o	desired
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 implement	ted?		Yes	No
Recommendation was implemented of	during the followin	g assessment period:		
4.				
Was this recommendation implement	ted?		Yes	No
Recommendation was implemented of	during the followin	g assessment period:		
Upload any supporting documents to further elaborate on the recommendations listed above.				ed
Budget Implications				
Based on the ongoing results and analyses, are there budget requests that need to be rorder to achieve this outcome?				Yes No
Additional Budget Request				
Amount Requested	Purpose	Amount Received	Dat	te

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	<u>From</u>	<u>Last Update</u>

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

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

Advanced Measures

Measures

No advanced measures defined for this goal.

Results Form

This goal was: ✓ Met Partially Met Not Met

Results			
This outcome was:	Met Me	Partially et	Not Met
Percentage Met:			
Were these results used to make improvements to the program/department?	Yes	✓ No	

Analysis Form

Analysis	
After reviewing th	e 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

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

Amount Requested	Purpose	Amount Receive	ed D	ate
Additional Budget Reques	t			
Based on the ongoing resul be made in order to achiev		re there budget requ	ests that need to	Yes No
	to and one bear	un the are hardest ar		
Budget Implications				
Upload any supporting doc recommendations listed ab		elaborate on the	No fil attacl	
period:				
Recommendation was impl	emented during t	he following assessm	ent	
Was this recommendation	implemented?		Yes	No
4.				
Recommendation was impl	emented during t	he following assessm	ent	
Was this recommendation	implemented?		Yes	No
3.				
Recommendation was imploeriod:	emented during t	he following assessm	ent	

Actions Form

Improvements				
Below, list the improvements/actio this outcome/goal.	on items that are b	eing put in place ii	n order to ac	hieve
Were improvements made to achieve	ve this outcome?		Yes	No
List all improvements made:				
1.				
2.				
3.				
4.				
5.				
Feedback				
Feedback				
Feedback Form	From	Last Update		
Feedback Form	<u>From</u>	<u>Last Update</u>		

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	

Data Collection

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

Advanced Measures

Measures

No advanced measures defined for this goal.

Results Form

This goal was: ✓ Met Partially Met Not Met

Results			
This outcome was:	✓ Met	Partially Met	Not Met
Percentage Met:	100%		
Were these results used to make improvements to the program/department?	✓ Yes	5	No

Analysis Form

Analysis	
After reviewing the	e 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

Kecon	nmena	ations

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

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 $\gamma_{es\ No}$ made in order to achieve this outcome?

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	<u>From</u>	<u>Last Update</u>					