



## Internal Services Department (ISD) - Utilization Plan to Increase Awards to PPEs

Procurement – ISD has established and implemented the following procurement program components as its Utilization Plan to increase the number of awards to the County’s Preference Program Enterprises (PPEs):

- ✓ Simplified Acquisition Process (SAP) – With the implementation of SAP on October 1, 2016, ISD is able to award orders between \$5001 and \$24,999 to a certified PPE by obtaining (2) valid quotes. ISD is committed to use the SAP for any qualifying requirement(s) that need to be solicited.
- ✓ Delegated Authority (Up to \$5,000) – Authorizes County departments to award purchase orders for goods or services to a certified PPE without a solicitation. ISD is committed to use Delegated Authority for any qualifying requirement for goods or services.
- ✓ PPE agreement vendors – ISD is committed to using those agreements held by a certified PPE(s) whenever there is a requisite need for an item(s) covered under such agreement(s).

Service Contracting – ISD has established and implemented a process by which its service contracts are evaluated at the envision phase for further PPE inclusion. For example:

- ✓ Custodial Contract – A solicitation was released for services currently provided under two geographic regions. These two regions were further divided into five regions to provide greater opportunity for certified PPEs to be awarded contracts.
- ✓ Landscaping Services - As part of a pilot program, ISD released a solicitation for the provision of landscape services for five separate geographic regions. To increase awards to certified PPEs, this solicitation included a minimum requirement for PPE certification.



## ISD Utilization Plan Report

ISD is pleased to submit its PPE utilization report for the second quarter of Fiscal Year 2017-18.

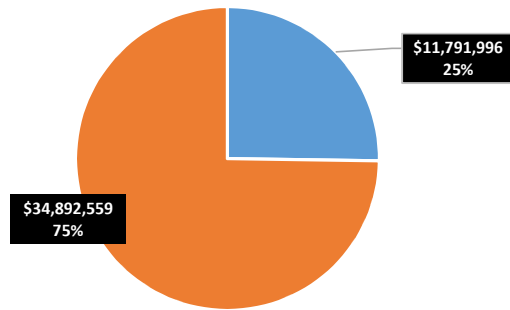
Contact Person:

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ISD's Small Business Advocate

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## Internal Services Department F/Y 2017-18 2<sup>nd</sup> Quarter (10/1/17 – 12/31/17)

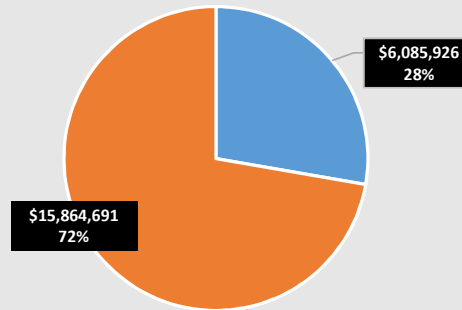


■ PPE ■ Non-PPE

**ISD Total Spend:**  
\$46,684,555

**Preference Program Enterprise (PPE)**  
ISD Total Spend:  
\$11,791,966

Equate to 25%

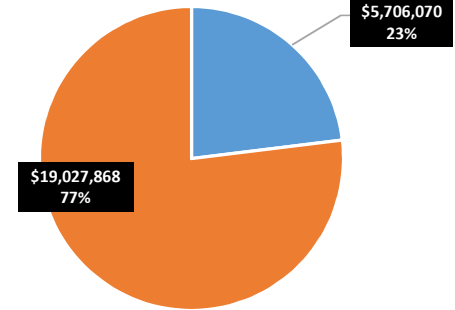


■ PPE ■ Non-PPE

**ISD Non-Agreement Spend:**  
\$21,950,617

**Preference Program Enterprise (PPE)**  
Total Spend:  
\$6,085,926

Equate to 28%



■ PPE ■ Non-PPE

**ISD Agreement Spend:**  
\$24,733,938

**Preference Program Enterprise (PPE)**  
Total Spend:  
\$5,706,070

Equate to 23%