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[Home](#) > [Performance Incentive Program](#) > [Procurement Goals](#)

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## Procurement Goals

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### Procurement Department Goals

1. Achieve a favorable Procurement department expense budget variance for fiscal year 2020.
2. Fully implement automated Purchase Order creation within SAP for stock items by December 31, 2019.
3. Achieve a cost savings of 5% between the original bid amount and final contract value across all negotiated Procurements for fiscal year 2020.
4. Achieve a 5% increase in Disadvantaged Business Enterprise (DBE) bidder participation across all solicitations as compared to fiscal year 2020. This will be achieved through the participation of a minimum of 4 outreach events.
5. Complete formal customer classroom training for:
  - Purchase Request (PR) creation
  - Invoice Processing and Management
  - Independent Cost Estimate (ICE) creation and development
  - Scope of Work (SOW) development
  - Contract development

6. Develop a formal Planet Bids sourcing plan to increase registration by 10% as compared to fiscal year 2019.

7. Develop and implement a Vendor Performance Assessment measurement system by June 30, 2020 to measure the contract performance across all suppliers.

8 Establish the following three (3) Key Performance Indicators (KPI):

- Purchase Requisition Turn Over: Will measure the time in which Purchase Requisitions are received and executed to a Purchase Order. Will be implemented by December 31, 2019 and measured over the second half of fiscal year 2020.
- Contract Reestablishment Timeline: Will measure the success of establishing a new contract prior to current contract expiration. Will be implemented and tracked by September 30, 2019.
- Procurement Actual to Target: Will measure the time in which Capital Procurements are scheduled and actual contract execution takes place. Will be implemented and tracked by October 31, 2019.

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