

March 19, 1997



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TO: BOARD OF DIRECTORS

FROM: LINDA BOHLINGER *Linda Bohlinger*
INTERIM CHIEF EXECUTIVE OFFICER

**SUBJECT: STATUS REPORT ON THE CREATION OF A
CENTRAL UNIFIED PROCUREMENT OFFICE**

ISSUE:

This report provides status of the efforts in the creation of a central unified Office of Procurement and the development of MTA-wide Procurement system policies, procedures, performance and training standards as well as a single approach to compliance reviews and contractor protests.

BACKGROUND

In implementing Director Burke's motion, the following actions were commenced/planned:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>TARGET DATE</u>	<u>STATUS</u>
1. Establish Strategic Team	Developed strategy for a unified Procurement Dept.	Jan 97	Complete
2. Contract with Consultant (AMI)	Participation in strategy development	Jan 97	Complete
3. Board Report/Board Action	Alternative Approaches to Procurement Consolidation - Adopt Alternative No. 1 - Total Consolidation - Fully Centralized	Jan 97	Complete
4. Development of new integrated Procurement Policies & Procedures Manual	Review current policies & procedures	Jan 97	Complete
5. Recruitment of Executive Officer - Office of Procurement	Appoint Executive Officer to lead the new consolidated department	Mar 97	Complete - Art Kimball selected on Mar 3, 97

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>TARGET DATE</u>	<u>STATUS</u>
6. Approaches to consolidation	Review & assess with staff participation current and alternative organizational structure and reporting	Apr 97	On-going
7. Creation of the new Procurement Manual	Preliminary Recommendations in draft form	Apr 97	On-going
8. Ethics Policy	Procurement Specific	Apr 97	On-going
9. Procurement "Policy" Statement	Establish MTA-wide Procurement "Authority"	Mar 97	Complete
10. Procurement Structure	Integrate Procurement Depts. - Procurement Consolidation	Apr 97	On-going
11. Publish New Procurement Manual	MTA Staff review & comment	May 97	On-going
12. Board Report	Provide "finished" manual to MTA Board	May 97	On-going
13. Training	Commence MTA-wide training on Procurement policies & procedures	Aug 97	On-going

Consultant (AMI), Executive Officer - Office of Procurement , and Staff will continue to work jointly to achieve the goals of the MTA Board and will issue a final report by the July 1997 Board Meeting.

Prepared by:

Anne M. Fischer, Director of Contract Administration - Professional Services (Materiel)