

IMPROVING TURNAROUND TIMES - OA PURCHASING

THE PROBLEM

Tracking progress and identifying emerging bottlenecks on active procurements was challenging with the Excel spreadsheet; approximately 45 pages to review. This also extended the time from bid intake to award.

THE SCOPE

- Decrease the amount of procurements up for bid and renewal by utilizing the dashboard colors so buyers are more proactive and starting on the work sooner because the buyers don't want theirs to turn into a red status
- Decrease overall turnaround time goals.

THE APPROACH

- Build out Tableau dashboards in order to:
- Drive better turnaround times.
 - Know what each team members' workload is.
 - Identify bottlenecks faster.
 - Shorten the active procurement review process.

THE RECOMMENDATIONS

- Develop a culture of heightened turnaround time awareness among staff by using a red/yellow/green visualization status on the Tableau dashboard for each procurement. This motivates team members to be more proactive and avoid being in a red status.
- Weekly reviews using Tableau dashboards at both section and division levels which allow leaders to proactively address emerging bottlenecks.

THE DATA



52 Tableau Reds

45.22% of active Invitation for Bids and Request for Proposals were exceeding turnaround time goals



16 Tableau Reds

21.05% of active Invitation for Bids and Request for Proposals were exceeding turnaround time goals

PHASE	FLAG	ALLOTTED TIME/PHASE - FLAG COLOR START DATE		
		IFB	RFP < \$250K	RFP > \$250K
Drafting	Green	1	1	1
	Yellow	10	17	40
	Red	15	24	54
Issuance	Green	1	1	1
	Yellow	10	17	32
	Red	15	21	42
Evaluation/Award	Green	1	1	1
	Yellow	10	30	50
	Red	15	40	64
TOTAL DAYS:		45	85	160