

ATI Campus Plan 2015/16 –Procurement

ATI Steering Committee Co-Chair: Dennis Shimek, VP of HR/FA

ATI Steering Committee Co-Chair: Stan Trevena, AVP of OIT

ATI Coordinator Name: Tawn Gillihan, ATI Coordinator

ATI Web Sub-Committee Chair Name: Phyllis Crittendon, Procurement Contracts Specialist

Plan Objectives: List primary goals for the plan year

1. Review of EIT purchases in OIT by ATI Coordinator (to orient process and create model)
2. Define roles for Procurement including EIT Procurement Specialist
3. Develop impact matrix for EIT Procurement
4. Determine who will approve EIT Procurement exemptions

Actions: List steps needed to reach goals for the plan year

1. OIT managers/purchasers send list of EIT purchases to ATI Coordinator for 2015/16
2. Determine the workload and tasks for an EIT Procurement Specialist position or role
3. Find example of EIT Procurement impact matrix and revise for Stanislaus State
4. Assign approval authority for EIT Procurement exemptions to administrator

Measures of Success: List the top metrics you will track to compare your objectives

1. Determine high impact OIT EIT procurements to date for 2015/16 and collect VPATS, EEAAPS, or Exemptions
2. Create job description for EIT Procurement Specialist and submit to ATI Steering Committee for review
3. EIT Procurement matrix is customized and posted on ATI Procurement site as a form (create online tool for 2016/17)
4. Approver will issue exemption approvals for 2015/16

Campus Readiness: List the existing aspects of your campus culture, organization, resources, and support services that will help support ATI success on your campus

1. ATI Coordinator is available to review EIT procurement for 2015/16
2. ATI Procurement Ad-Hoc Sub-Committee Chair and ATI Coordinator can create draft job description duties

3. CSU Fresno and CSULA have this in place and will be willing to share the format and process

4. The AVP of OIT can issue approvals for OIT EIT Procurement Exemptions

Campus Challenges: describe some of the existing challenges to implementation of the ATI on your campus

1. ATI Coordinator will need to perform the review function for the entire campus

2. Funds are available for an EIT Procurement Specialist

3. Impact matrix will be implemented when the EIT Procurement Roles and Responsibilities are defined

4. Procurement exemptions for the entire campus will require an approver other than the AVP of OIT

Notes:

Define the staffing duties and time requirements needed to meet the ATI Procurement objectives

Success Indicators:

1.1, 1.3, 1.4, 2.2, 3.1, 4.1, 4.2