




MILWAUKEE COUNTY EXECUTIVE CHIS ABELE

Milwaukee County

DEPARTMENT OF ADMINISTRATIVE SERVICES

Date: April 22, 2014

To: Marina Dimitrijevic, Chair, County Board

From: Patrick M. Lee, DAS Procurement Director 

Subject: Polices & Procedures Review by National Institute of Governmental Purchasing-Report for Information Only

BACKGROUND

In December 2013, a fund transfer request was made to Finance, Personnel and Audit Committee and subsequently approved for the purpose of an initial broad review of Milwaukee County's current policies, procedures and administrative manuals related to procurement.

National Institute of Governmental Purchasing (NIGP) - Consulting Services was engaged to independently perform this review. The NIGP Consulting program offers a high level of expertise in procurement through their retention of experienced professionals in the field of public procurement. NIGP focus on developing, supporting and promoting the public procurement profession through educational and research programs, professional support, technical services and advocacy initiatives that benefit members and constituents, with over 2,600 member agencies representing over 16,000 professionals across the United States, Canada and countries outside of North America. NIGP's has established a set of 'Values and Guiding Principles' for procurement encompassing, Accountability - Ethics - Impartiality - Professionalism - Service - Transparency.

Connie Hinton was selected as the NIGP Consultant to perform the review. Ms. Hinson has over 30 years of experience in local government that includes leadership roles in management and at the executive level of government. Ms. Hinson has performed procurement reviews for cities and counties in Kansas City, Missouri; the District of Columbia, Baltimore, Maryland; Minneapolis, Minnesota; DeKalb County, Georgia and Houston Community College in Houston, Texas. She has been a member of the consulting program since its inception in 1995 and served as the Consulting Program Manager for NIGP from 2008-2013.

Ms. Hinton reviewed current documents, ordinances, statues and perform interviews with various stakeholders. Additionally, she performed a comparative

review to industry best practices and provided defined recommendations for further action. Resulting in an April 14, 2014 report titled '*Policies & Procedures Review - National Institute of Governmental Purchasing, Inc.*' now is being submitted as an Informational Only Report to the Personnel and Audit Committee.

The Procurement Division of the Department of Administrative Services, after thorough review and consideration of report's recommendation, contemplates seeking additional assistance of adoption of some of the recommendations and the seeking board approval on policy changes as needed.

RECOMMENDATION

No action requested. Information item only.

cc: County Executive Chris Abele
Amber Moreen, Chief of Staff, County Executive's Office
Don Tyler Director of Administrative Services
Raisa Koltun, Legislative Liaison, County Executive's Office