Recommendation Form Worksheet

TITLE Demystifying the Value of a Purchase Order – Division/Department Scorecards

PROBLEM

Most departmental decision makers and purchasers are thinking about what they need, how to get it in a timely fashion, and how to get it with ease and within a reasonable/low cost.   We often see that a faculty member/department member has just "Googled" a product and then asked their administrative personnel to purchase it from wherever they find it. Sometimes they also have an established relationship with one specific firm and due to that relationship continue to send business (under their departmental delegation) in that direction.

Working with a new provider can be initially concerning, and may cause adjustments in how they are used to processing payments, or in contacts, etc. Some departments are very focused on getting the absolute lowest cost and may not consider other university goals like our SWaM goals.

Showing the divisional and departmental leadership the value of their purchases in relationship to SWaM spend may assist in opening the door to other small, woman-owned and minority-owned businesses. At the departmental level it may also create more awareness of the resources available for locating contract providers and SWaM firms.

RECOMMENDATION

Annually, after the completion of the fiscal year, create divisional scorecards for the VPs with drill down departmental information for each organization code based on issued purchase orders in the eVA system (*would not include non-eva expenditures). Share the information with VPs and individual Deans/Department Heads.

Report could note SWaM versus non-SWaM transactional counts, percentage of how that contributed to overall university goals, and how individual purchasers faired in relationship to usage of SWaM firms. As resources permit, could randomly select several departments with greatest need to improve SWaM spend and do an in-depth review of data, make recommendations for potential supplier changes for improvement, and share additional resources and information as directed education.

*Caveat – To obtain this data and then work to put it into a format for visualization by Division with departmental drill down, would take many resource hours. This recommendation only works if there is commitment to actually review and utilize the data. The data itself does nothing, if not acted upon.

RATIONALE If "a picture is worth a thousand words" a visualization of the data via a scorecard will bring to light the yearly impact each division/department makes related to our SWaM goals. Data Driven Decision Making is defined as using facts, metrics and data to guide strategic business decisions that align with goals, objectives, and initiatives. The importance of data in decision lies in consistency and continual growth. It enables organizations to create business opportunity, optimize current efforts and produce actionable insights. Engagement and continual growth with historically disadvantaged business partners requires each division, department and individual to understand the value of their purchasing decisions.

SUCCESS
- Data driven decision making; using data as a tool to increase awareness of opportunities for women and minority owned firms, data tends to create more engagement and collaboration from employees.
- Spend with women and minority owned businesses would see continual growth by continually generating awareness from the top down – individual purchasers would know their administration was receiving a scorecard of SWaM business usage.
- May identify specific areas of need where women and minority owed businesses are underrepresented and unavailable – could lead to women and minority entrepreneurship opportunities in those areas.
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