

Answers to Five Fundamental Questions

1. The Primary mission of the Procurement & Materials Management Department is to procure the highest quality of goods and services in a timely manner that provides the best value to ACC, and to assure Management (faculty and administration) that the purchasing function is conducted with adherence to applicable Federal and State laws, and ACC policies. We are also charged with assuring quality and fiscal controls over all contracts and other legally binding documents where ACC is named. Finally we ensure timely distribution of all deliveries to ACC from outside sources.
2. The strengths, weaknesses, opportunities and threats as presented in the SWOT meeting output report are attached.
3. Over the next five years Procurement will implement several process improvements procedures in keeping with our quality improvement initiative.
 - We will enhance training for purchasing staff
 - Implement a check list for processing requisitions (which will speed up the process)
 - More effectively cross-train all staff so there is no drop off in production in the case of an absence.
 - Implement a more productive document tracking system. Possibly an automated system funds permitting.
 - Update the purchasing website with helpful links to appropriate information and forms. We will also place a series of video tutorials on the website explaining our processes and procedures.
 - We need to partner better with our outside vendors. As well as become more visible to the outside community. (HUB and small business forums, etc.)
 - Need to “right-size” the department to better prepare for the college’s growth.
 - Procurement would like to take further advantage of automation and enhanced software. This will enable the divisions to work more efficiently and respond to our customers faster.
4. We will implement quarterly quality control reviews to assess our planned improvements. Processes can clearly be monitored along with periodic checks with staff and vendors.
5. The Procurement department is charged with serving both the internal ACC staff and students along with serving our outside vendors and organizations. The more efficient we are with our processes the better we can serve our customers both internal and external. This increase in service and information will better enable our internal staff to serve our students (which is the ultimate goal). We will also position ourselves to work more effectively with outside vendors, contractors and organizations which will further enhance the ACC brand in the community.