THE SCHOOL DISTRICT OF PHILADELPHIA PROCUREMENT DEPARTMENT STRATEGIC SOURCING ANALYST INTERN

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BUSINESS MODEL

Implement an effective, aligned business process that:

- Realigns business practices and the technology that supports them
- Reflect a more efficient working environment
- Increase diversity and competitiveness of vendors
- Create a more user-friendly experience for District employees by developing an online marketplace
- Streamline buying processes by implementing a bid management system
REVENUE

• Government Funding
• Outside Donations
• Grants
MAJOR COSTS

• Labor Costs
• Maintenance Costs
• School Supplies
• Transportation for Children
SIGNIFICANT ASSETS

- School Buildings
- Vacant Properties
- Technology:
  - Computers
  - Copiers
  - Printers
ROLE OF PROCUREMENT

- Cost Effective Purchasing from External Sources
  - Products
  - Work Activities
  - Solutions
- Sourcing Analysis
  - Who out there (vendors) offer what type of service
    - For how much?
    - How well do they meet our needs at their price
    - Who has the best proposal?
STRATEGIC SOURCING ANALYST INTERN

- Vendor Evaluation Summaries
  - Created interactive worksheets that showed overall scores, based on weighted criteria, to quickly compare over vendors and see who offers the best answer to our problem at the lowest price
    - Ex: Printers, Utilities Bill Auditing Systems, Cafeteria Technology Systems

- Spending Analysis
  - Go through database of past purchase orders of individual schools to see where POs can be combined to cut costs, or if there is a cheaper substitute
    - Ex: Janitorial Supplies, Textbooks
HOW MY EXPERIENCE RELATES TO THE FOX SCHOOL BUSINESS REQUIREMENTS

• Business Communications
  • Formal, written emails to fellow co-workers and potential vendors
• Presentations
HOW MY EXPERIENCE RELATES TO MY MIS COURSE WORK

• Data Analytics
  • Going through the School District’s database to find buying habits and similarities of schools to find potential cost savings

• Enterprise IT Architecture
  • Researching and finding up and coming new technologies that could potentially cut costs once implemented in the everyday workforce
    • Programs that submit RFPs electronically (saves A LOT of paper)
    • Utilities billing audit systems that keep a precise track online (reduce overcharges)
HOW MY EXPERIENCE RELATES TO MY MIS COURSE WORK (CONTINUED)

• Digital Design and Innovation
  • Understanding the process of procurement and knowing how our spending actions affect other departments

• Lead Global Digital Projects
  • Communication skills with colleagues
  • The ability to split up group work effectively and keep everyone on the same page working towards the same goal