



PROCUREMENT TRAINING 2015

A one day training seminar

June 25, 2015

Educational Services Center (ESC)

Board Room

**This training session is being offered from 9:00a.m. – Noon
with a Q&A session from Noon- 1:00p.m.*

*Registration begins at 8:30a.m., with coffee, water and goodies
to be hosted by Dr. Adriana Barrera.*

**Please reserve your attendance to Arthur Babb via email
at babbaf@email.laccd.edu by no later than June 22nd*

Targeted Audience: Department Heads, Purchasing Staff, Directors of Facilities and Facilities Staff involved in procurement, SFP Directors and staff responsible for procurement, Accounts Payable Staff, any other Staff that make purchases or handle contracts.

Brought to you by:

Business Services Office – Contracts and Purchasing Unit

Office of General Counsel

College Procurement Specialists

Q1 How useful was this session to you?

Answered: 221 Skipped: 0

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%	Answer Choices	Responses	
	Of no use at all	0.00%	0
	Of very little use	0.90%	2
	Moderately useful	11.76%	26
	Useful	45.70%	101
	Highly useful	41.63%	92
	Total		221

Q2 Please rate the quantity of materials provided to you

Answered: 221 Skipped: 0

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%	Answer Choices	Responses	
	Not enough	0.90%	2
	Manageable quantity	79.19%	175
	More than I need	19.91%	44
	Total		221

Q3 Please rate the quality of the materials provided to you

Answered: 221 Skipped: 0

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%	Answer Choices	Responses	
	Poor	0.00%	0
	Fair	1.81%	4
	Satisfactory	12.22%	27
	Good	42.53%	94
	Excellent	43.44%	96
	Total		221

Q4 Please rate the quality of training facilities

Answered: 220 Skipped: 1

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%	Answer Choices	Responses
	Poor	0.91% 2
	Fair	4.09% 9
	Satisfactory	16.36% 36
	Good	41.82% 92
	Excellent	36.82% 81
	Total	220

Q5 Any suggestions you would like to make for future presentations?

Responses regarding MASTER AGREEMENT

"Master agreement is not working for campus."

"Master agreement is not helpful for most campuses."

"Master agreement is not helpful for the campuses."

"LACCD Master Agreement List is not efficient for campuses (departments) due to high cost and lower quality."

"Master agreement needs to revise because it is not helpful to the campus. It is not great services for the campus. Prices and quality is not cost efficient to campus or public benefit."

"Access to file of master agreements"

"Unable to read dark bond of print on MA list"

Responses regarding MASTER AGREEMENT

"Please updates or abolish the master agreement list."

"Getting 3 bids for repairs on items that need to be in hand for quotes costs a huge amount of man hours and shipping/transport costs in order to save a few dollars. More info for getting repair vendors onto the Master Agreement List would be helpful."

"Make master agreement list a searchable data base or posted online."

Responses regarding TRAINING LOCATION/FACILITY

"Please use mic (microphone) when in large area. I sat on the far side of the room which make it very hard to hear."

"Better use of P.A. system"

"It would be better to have multiple microphones available."

"Should include a provided lunch since campus does not have adequate dining facilities."

"Provide refreshments. Mick (sp) (microphone) for questions from group."

"Provide refreshments (water,juice)"

"Provide at least coffee/water."

"Provide at least water to the attendees."

"Coffee & water should have been made available."

"Please provide refreshments. Sessions are really long, maybe water and coffee."

Responses regarding TRAINING LOCATION/FACILITY

"Better use of speaker system so that everything being said can be heard by all."

"Everyone needs to use a mike (microphone). Large room. Needed to hear questions and answers. Heard about 1/2 of the questions and answers."

"Have refreshments/snacks available. People will (be) less grouchy"

"Microphone for questions so all can hear or repeat question."

"Set up w/tables better in rows w/the large space in middle slides hard to see & questions hard to hear. Also, room should have been better lighted. Very dark near end."

"Food was great!"

"Too cold"

"Food was great"

"Fruit and granola bars for snacks. Have water!"

"Location & lunch were very good. Use this location again."

"LAHC needs to purchase new tables!"

"Random seating to meet other staff from other campuses"

"Quality of training facilities were Good to Excellent"

Responses regarding TRAINING LOCATION/FACILITY

"1. Arrange speakers in all four corners of the room. 2. Instruct speakers to hold mic (microphone) up close to the mouth. 3. Have floor mic available."

"The people in the back had trouble hearing the speakers. Need extra microphones so we can hear the questions/answers."

"Refreshments would be nice."

"Facility was pleasant."

"Room a bit cold."

"Water & coffee (snacks?) would've been nice."

*"A/C needed to be turned down, it was unbearably cold in the room. Also, food arrangements/water/coffee. *coffee took 30 mins. to obtain and made me late to arrive to meeting."*

"Too cold"

"An extra microphone made available for questions by audience/participant."

"Thank you EAST LA College for Food! :)"

"The light in the room was not sufficient. Room was too dark."

"Probably sound could've been louder."

"Thank you very much. I enjoyed the training presentation & the nice lunch & continental breakfast."

Responses regarding TRAINING LOCATION/FACILITY

"Breakfast/lunch provided Thx :)"

"Long day sitting down. A few more short breaks would be good. 7th inning stretch."

"Lighting could be better"

"Food and refreshments were highly appreciated. Reminder email would be good."

"Was glad there was food & drink available for lunch. It should always have food available. Too little time to go off campus."

"Coffee needed all day"

"Larger screen for Power point. Or perhaps screen could be raised for easier viewing from back row."

"Great presentation. Very good sound quality."

"Break-up day, too long & not sufficient notice to re-arrange schedule - provide recorded Power point online w/?'s vs. in-person, much like the sexual harassment training."

"Padded seats for a 4 hour session."

"Thanks for showcasing LATTC's culinary arts program."

"The breakfast & lunch were good - glad you provided them. Thanks for all the information."

"Need water."

Responses regarding TRAINING MATERIALS/PRESENTATION

"Use more visuals to explain concepts. Use "print screens" to show how to make notes in SAP. Thank you for the master agreement list."

"Tons of great info but many pieces (ex checklist & laws/reg) that were not renewed so I won't use b/c won't know how to use!"

"The timelines of these procedures were not addressed. It takes too long for contracts (simple ones) to go through, often 3 months."

"This training was very helpful. It will make my job easy. I will understand better."

"It appeared to be antagonistic at some points. Very well-handled."

"Everyone has a complicated story of purchase. Maybe ask for examples from audience before session."

"More examples. Bring samples of correct & incorrect paperwork. SNACKS!!"

"More detailed"

"Please do not allow questions and hypotheticals until the end. Redundant & tedious."

"Please include ADA compliance."

"Provide electronic version of handouts. Have mics (microphones) for audience."

"Material/information provided was useful. SAP training for correct form completion. Include sample of forms mentioned during the session."

Responses regarding TRAINING MATERIALS/PRESENTATION

"Shorter session. This was lots of info but all day is hard because we have deadlines during this time."

"Break it down to specific modules. Each area of procurement is important. The information was excellent it was just a little overwhelming."

"Rate of quantity of materials was more than I need, in a good way"

"Training session was very long. Audience needed at least a short break after lunch."

"Less material covered and in more depth of certain areas"

"Actual step to step processing of forms. Facilities procurement training procedures"

"Include Sharon Chen for questions of entering info in SAP."

"Speakers need to hold mic (microphone) near oral cavity not their navel"

"Have a clicker for your PP"

"Training could be done in concert with SAP illustrations and examples."

"More breaks in between, sitting for too long"

Responses regarding TRAINING MATERIALS/PRESENTATION

"More presentations at more colleges"

"Did not have enough handouts for all attenders."

"Give more samples."

"Provide website links ahead of training for preview. I have a hard time finding forms/directions on District website."

"Excellent presentation."

"Include filling out forms & samples of completed documentation. Mock scenarios w/forms."

"Bring more handouts (not enough) Film it, to have training videos available on the website."

"It is a fast pace training specially that some of this information is new. Love the info, thanks!"

"Keep the training coming! An ounce of prevention is better than a pound of cure!"

"More often (training)"

"Thank you for taking the time to understand this material more...."

Responses regarding TRAINING MATERIALS/PRESENTATION

"Greater interactive video."

"Need more often. May be every other year"

"Training needs to be done at least yearly to refresh everyone's memory and train new employees."

"The quality of materials were Good to Excellent"

"Thank you for the training. Presenters were very informative. Training should be annual to include updates/changes."

"Presenters may want to focus on monotone (or focus on not delivering in a monotone fashion). Besides tone, actual timing. I would suggest a bit quicker pace."

"Perhaps a half day"

"Awesome! 1/2 day would be better."

"Make the presentation much shorter"

"Perhaps offer this training once in the Fall & once in the Spring (at East, preferably, and other locations too). Have these trainings more often."

"Discussing items that referred to forms, the weblink would have been useful"

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2015

**PROCUREMENT TRAINING
CUMULATIVE SURVEY RESULTS**

Responses regarding TRAINING MATERIALS/PRESENTATION

"These training session was very beneficial"

"Nice presentation. Thank you!"

"I really like the training materials for future reference."

"Ann Diga is an excellent presenter. Leila Menzies is a good presenter. Other presenters were fair-level. They need to properly use mics (microphones); know material better etc."

"Great speakers, they handled all questions well!"

"Thanks for the time invested in this training."

"Please define some of the terms & abbreviations, ex piggyback accounts, Ebta"

"Very informative, thank you"

"Everything was great"

"Shorter the material on the screen. Otherwise, we can read it as well. Use it as a supplement."

"Please have more :)"

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**PROCUREMENT TRAINING
CUMULATIVE SURVEY RESULTS**

Responses regarding TRAINING MATERIALS/PRESENTATION

"Have presentation available online."

"Very useful materials & information."

"Over all glad I attended."

"Material was good"

"Thanks for breakfast & lunch. Efficient presentation & no wasted time. To the point."

"Since I process PO's and PR's for my department the information was very helpful. The info also reinforce some of the procedures in getting my job done more efficiently. I will be sharing the info with other staff/co-workers. Great job all!!"

***Presenters were well prepared to answer questions.**"*

"Great training and information!"

"A great training."

"Great checklists! Great food!"

"Lecture was informative but can be less interesting after 2 hours of sitting & listening."

Responses regarding TRAINING MATERIALS/PRESENTATION

"To provide this workshop or presentation online to be available for staff."

"Thank you for providing this informative presentation. This would help me understand where P.O. started."

"Great hypotheticals"

*"*Pg. 61 bullet point 4 has nothing to do with procurement. Please remove it. *ABC license is NOT required if there is no exchange of goods; meaning if guests are not purchasing or giving donations. As long as the event is a private event."*

"Great job by host team and presenters. This was a lot to cover in a day."

"Presenters very knowledgeable & professional. Also very patient with all our questions. Thank you :)"

"Fabbee and Anne rocks as presenters."

"Very informative. All questions were answered. Materials provided were very detailed."

"Great information to mitigate District & College auditable elements"

"Excellent hypotheticals"

"Dorothea McFarline is very resourceful. Very knowledgeable with budget, contracts, and purchasing. Was able to answer my questions and happy to do so. Thank you Dorothea you are amazing."

Responses regarding TRAINING MATERIALS/PRESENTATION

"Wow, good job."

"Provide additional examples of actions & resolutions. Reduce volume of information for more detailed discussion. Have specific time frames for items that are currently under discussion."

"Especially, Ms. Anne Diga, Esq.'s presentation was very clear!!! Thank You!!! Post-assessment quiz. 1, T or F? The Vice-President of Admin. Service may delegate his/her signature authority to the Facility Director. Depend on the College, they have been doing!"

"Very knowledgeable presenters. They were great!"

"The team worked well together. They seemed to be able to address most questions with expertise from their respective areas."

"Very informative & well prepared. Much did not apply to me personally but good to have a bigger picture."

"Very good job. Useful information. The flow was great, it was easy to follow along. Very good presentation."

"Very informative."

"Excellent training would attend again. Thanks! :)"

"Very well planned! Helpful."

"This training is helpful."

Responses regarding TRAINING MATERIALS/PRESENTATION

"Great workshop! Very informative!"

"Thank you for providing this training. :)"

"The booklet fell apart."

Responses regarding OTHER TRAINING OPPORTUNITIES

"Hands-on training"

"More hands-on training please"

"Do tech workshops, showing progress using SAP. Ask users how to improve processes. Simplify online steps with digital doc signing! Make website mobile friendly, Gamify services like Hawaii.gov"

"SAP training"

"A smaller group w/SAP hands-on"

"SAP training, updates. Make updates after training/contact staff on changes in process for awareness."

"We need more SAP system trainings."

Responses regarding OTHER TRAINING OPPORTUNITIES

"Some on hand processing of contract and other procurement training."

"A separate procurement training for L.A. Regional Deputy Sector Navigators for our SB 1402 & SB 1070 grants."

"We need training specific to the ways particular departments do purchasing. This training did not touch on the types of accounts a department has or the types of materials. IA's are permitted to buy from a given account."

"More hands-on training & lecture. Include using SAP with training."

"To cover more for SFP's"

"More specific for SFP's."

"SFP specific procurement training."

"Would like to have a training for SFP funds."

"More real life examples. Hands-on practice."

"Plan presentations for SAP, specific presentations relating to usage/program or area, on a quarter system or as needed. "

"How to do budget transfers and write up equipment grants."

Responses regarding OTHER TRAINING OPPORTUNITIES

"Please provide hands on SAP at least for new employees because when you just get thrown into with no knowledge of the program and nobody is willing to train you at your campus its really difficult to do the right thing."

"Instructional training. Training when your responsibilities would be beneficial to reduce errors made."

"To have in all campus"

"Presentations to be done annually or not more than 1 1/2 yrs. between presentation."

"Training on assets please! Thank you so much"

"More concise sessions with specialized information. e-purchasing, contracts, sfp's"

"We need more information about piggyback agreement and purchasing procedures and guidelines about on campus purchase."

"We need a "hands on" training session; it needs to be ongoing to those of us (employees/classified) who are being tasked to process procurement accts"

"We need SAP trainings. They have not been offered in years and there are new employees who need them."

"Needs hands-on processing of procurement forms at plant facilities L.A.S.C."

"SAP training is needed. Translation of information discussed to SAP application unclear & hard to conceptualize without actual program in use."

Responses regarding OTHER TRAINING OPPORTUNITIES

"Deputy sector navigators worked with all 9 community colleges SO a separate training to meet the Specially Funded Program."

"There should be more hands-on training & networking in teams to put procedures into practice."

"Have training more often. Please have SAP training"

"We need a technical entry training ASAP!"

"We need more scenarios and definitely SAP training and manuals."

"Need SAP entry/transaction training ASAP"

"We need troubleshooting software (or training mode) when we are processing procurement accounts."

"We need more frequent training. It's beneficial!"

"All the information was valuable. Can you do training specifically dealing SFP's, that would be great."

"Greatly appreciate additional training focused on special funded programs."

"Based upon the availability of the staff persons, future training presentations could feature more of the District's procurement staff in order for attendees to ask direct/specific questions as well as the opportunity for attendees to 'meet and greet' the procurement staffers that process their paperwork."

Responses regarding OTHER TRAINING OPPORTUNITIES

"Hands on experience in SAP. Split up modules or two days. Webinar."

"Provide training sessions to specific departments/offices."

"Hands on SAP input for PO/STA/PR."

"Would love to have a training with more SFP scenarios, or for just SFP's to ensure proper understanding of procedures."

"It would be great if this could be delivered online."

"More about SFP program material."

"Waiting for an SFP, I would like to see a training that specifically caters to SFP."

"More about SFP program material."

Q6 ANY OTHER COMMENTS?

"Complete master vendor list."

"None."

Q6

ANY OTHER COMMENTS?

"Thank you!"

"As chair of a dept. a lot of what was covered did not apply to me, which is why I didn't answer "highly useful" for question #1."

"Thank you."

"Post assessment quiz #6 is both True and False. \$87,000 is over \$5,000. :)"

"FAQ's"

"None @ this time."

"N/A"

"How can a campus (easily) handle large numbers of identical assets (say 400 computers). Done now it takes days to create the PO."

"There needs to be a distinction between individuals that are new to this information. It was overwhelming to someone who is new to the District."

"None"

"I think that there is a great deal of specialized knowledge needed to comprehend the vast procurement policies. More staff support should exist to aid departments make decisions. Staff is very under educated about policies."

Q6

ANY OTHER COMMENTS?

"We need District help desk assistance and manuals."

"Require V.P.'s to inform staff of upcoming changes. Sometimes we are the last to know."

"Need more vendors for campuses to choose"

"N/A"

"Would like to see more higher up positions attending these trainings. (V.P.'s, Directors, Managers etc.)"

"ASO/ASU processed thru SAP"

"Develop a standard quote request email/form to use by all colleges. Develop a standard form to keep record of quotes requested, so we can show that we did request quotes but didn't receive them from the vendors. Develop formal master agreement. Feedback online form so we can voice our opinion about the vendors."

"I've been at 2 prior ones"

"Thank you for your time & efforts"

"Thanks!"

"Thank you."

Q6

ANY OTHER COMMENTS?

"Provide us with general audit findings so we can compare our practices on our campus. This can help us rectify and avoid those violations."

"Electronic signatures will help a great deal"

"Thanks for offering this training!"

"None @ this time."

"Great job!"

"Please change the P.R. Form where it states No 3 quotes needed if under \$5k."

"Good information"

"No"

"Consider having more staff support who could work with multiple departments to ensure compliance with policy. Too much information for the layman."

"Thank you"

"Very well done"

Q6

ANY OTHER COMMENTS?

"Great job!"

"This information is really helpful. All departments and offices should attend to find out how procurement works in the district."

"Very informative"

"Good training."

"Great information!"

"This was a very beneficial training session. Glad I was able to make it."

"Very helpful training."

"We need to have this kind of workshop more often so we can get the instruction directly from procurement and contract divisions."

"Thank you!"

"I know you guys are working on the master vendor list and it will be so great to get it! Thank you so much!"

"What are items that was cited in audit."

"Allow us to email someone for direct question comments or anything that was unclear and need more details after the training."