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**Streamlining Procurement**  
**April 18, 2012**

# Current Internal Implementation Efforts

## ■ Training

- User department training
- Buyer manual and training
- Standardized templates for user department training

## ■ Streamline contract signature process

## ■ Contract durations

## ■ Sharepoint tracking system



# Contract Types

## ■ CMS Master Contracts

- Tollway required to utilize these contracts
- CMS issues competitive solicitation, they evaluate and award contracts

## ■ CMS for Tollway Contracts

- CMS procures on our behalf; they have the procurement authority
- CMS issues competitive solicitation, they evaluate and award contracts

## ■ Tollway Contracts

- Generally service contracts
- We issue competitive solicitation, evaluate and award



# Sampling of CMS Led Procurements

Alternators (All)

Automotive chemicals

Automotive parts (All)

Aftermarket parts (All)

Attenuators

Batteries automotive

Batteries – alkaline/lithium

Belts and hoses

Case parts

Caterpillar and Cummins  
engine parts

Chains, hooks and links

Couplings/light pole

Crack sealer parts

Delineator posts

Electrical supplies (All)

Filters

Federal Signal parts

Fuses

Garage and shop supplies

Gloves, nitrile disposable

Gradall parts

Guardrail fasteners

HVAC supplies (All)

Hydraulic parts (All)

Industrial supplies

Janitorial supplies (All)

Knoll furniture

Lamps (All)

Lubricants (All)

Microwave parts

Motorola repair parts

Mower parts (All)

Office supplies

North American Signal parts

Paint (All - interior/exterior)

Paper (All - copier/thermal  
receipt)

Pitney Bowes/Documatch

Plow blades

Plumbing supplies

Radiator repair

Rainwear

Reflectors (All)

Safety supplies

Small equipment parts

Snow plow parts (All)

Spreader parts (All)

Strand cable parts

Sweeper parts (All)

Plastic money bags

Portable light towers

Tires (All)

Traffic cones

Transmission repair

Uniforms (All)

Velcro Fasteners

Ver-Mac message sign parts

Whelen lighting parts



# Delegation of Routine Commodity Purchases

## ■ < \$250,000

- Competitively bid
- 91 percent of transactions
- 14 percent of value of CMS led procurements
- 1,008 staff hours saved
- Up to four weeks of time saved on the procurement process



# Delegation of Routine Commodity Purchases

- **Competitively bid**
- **Submit monthly report of transactions**
- **Post transactions on Tollway's website**
- **Seek Board approval if cumulative amount will need to exceed \$250,000**



# Sample Contract Signature Page

## CONTRACT

The Parties to this contract are the Illinois State Toll Highway Authority ("Tollway") and the Vendor. This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitutes the entire contract between the Parties concerning the subject matter of the contract, and supersedes all prior proposals, contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts and signature may be electronic or digital upon agreement of the Parties.

1. TERM AND TERMINATION
2. DESCRIPTION OF SUPPLIES AND SERVICES (Exhibit 1 - Mythics Ordering Document Including Attachment 1 thereto; and Exhibit 2 - Mythics License and Services Agreement - MLSA Version 0210, dated May 27, 2010)
3. PRICING
4. STANDARD BUSINESS TERMS AND CONDITIONS
5. STANDARD CERTIFICATIONS
6. DISCLOSURES AND CONFLICTS OF INTEREST
7. SUPPLEMENTAL PROVISIONS

In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown below.

### VENDOR

(Vendor Name) Mythics  
 Signature *Dale E. Darr*  
 Printed Name Dale E. Darr  
 Title Vice President, Contracts Date 11/27/2011  
 Address 1439 N. Great Neck Road, Suite 201  
Virginia Beach, VA 23454  
 Phone 757-412-4362 Fax 757-412-1060  
 E-mail dedarr@mythics.com

### ILLINOIS TOLLWAY

Official Signature *Kristi Lafleur*  
 Printed Name Kristi Lafleur  
 Title Executive Director Date 11/28/11  
 By: Designee Signature \_\_\_\_\_  
 Printed Name John Donato  
 Title Chief of Procurement

### CHIEF PROCUREMENT OFFICER

Official Signature *Kelive K Jackson*  
 Printed Name Kelive K Jackson  
 Title State Purchasing Officer Date 1/28/11  
 Phone 630-241-6800 Fax 630-241-6188  
 Address 2700 Ogden Avenue, Downers Grove, Illinois 60515  
 E-mail kkeyes@getipass.com

Designee Signature \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

John Donato/Procurement, Illinois Tollway

*John Donato*

Approved as to Form and Constitutionality

*Deirdre E. Wilson* *Seamus Castelly*  
 Attorney General - State of Illinois/Date 11-22-11

### STATE USE ONLY

PBC# \_\_\_\_\_  
 Contract # 11-0350  
 IPB Ref. # \_\_\_\_\_  
 Award Code: E  
 Subcontractor Utilization? Yes  No   
 Funding Source \_\_\_\_\_  
 CPO 33 - General Counsel Approval  
 Signature: \_\_\_\_\_

### NOT PART OF CONTRACTUAL PROVISIONS

Project Title Oracle Maintenance and Licensing  
 Procurement Method (IFB, RFP, Small, etc) Emergency purchase  
 IPB Publication Date: \_\_\_\_\_  
 Subcontractor Disclosure? Yes  No   
 Obligation # \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Revision 7/18/11





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**THANK YOU**