



The School District of Osceola County
Purchasing and Contracts
817 Bill Beck Blvd. Building 2000
Kissimmee, Florida 34744
Strategic Plans

Today's Date: 2/15/12

Purchasing Department	Target	Pending	Completed	Comments
AUTOMATION				
Re-Organize all Department Files onto one shared directory (Upgrade from Novell to Windows)			9/6/2007	
Microsoft Office Suite Software: Upgrade 2007 Version	12/15/2007		10/22/2007	
Vendor Registration on-line/ Automatic Email Notifications for Solicitations: VendorLink	12/15/2008		7/1/2010	
Website: To be Re-Developed with more information	12/15/2008		9/24/2010	
Purchasing Card program: Transfer from Bank of America VISAM Program to Works Software Program	12/15/2008		9/15/2009	
NIGP Commodity Code for Vendor Solicitation Notifications: To be Implemented	12/15/2008		7/1/2010	
Upgrade to Office Suite 2010			Completed	
Tracking MWBE & Local Vendors			Completed	
Implement VendorLink contract management module			Completed	
Upgrade current contract database			Completed	
Kronos Timekeeping			Completed	
Electronic Purchase Orders		X		
BUSINESS PRACTICES				
FF&E Standards Committee for Prototype Schools: Develop	12/13/2007		12/13/2007	
CCNA/RFQ Procedures Manual Development	7/2/2007		3/12/2008	
Solicitation Documents Standardization (Bids, RFP's, RFQ's)	10/31/2007		5/14/2008	
FF&E Program Matrix Delivery Schedule Development	5/15/2008		5/20/2008	
Purchasing Card Program Manual Revision	TBD		2/8/2008	
Purchasing Manual Revision	TBD		2/8/2008	
School Board Rules for Purchasing Revision	2/5/2008		4/15/2008	
School Board Rules for Purchasing Revision: PO's	10/21/2008			
Hurricane Plan Revision	6/6/2008		8/18/2008	
Solicitation Documents Standardization (ITN's)	3/31/2009		2/10/2012	
Contract Negotiation/ Preparation Process: Assist in Streamlining Process	12/15/2008		9/22/2011	



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FF&E Program Training Materials Development	6/30/2008		6/30/2008	
Training Program for New Schools FF&E Development	6/30/2008		6/30/2008	
Purchasing Card Program: Increase limit to \$999.00	6/30/2008		6/30/2008	
Evaluation Committee/Scoring Procedures Improvement	6/30/2008		6/30/2008	Mandatory S.C. Member Training Date : 3/31/2010
Revenue/ Savings Report Development	7/30/2008		7/30/2008	
Purchasing Card Program: Create Separate Purchasing, Travel and Fuel Cards	1/30/2009		X	
FF&E Program Standardized List for Elementary Schools Development	3/31/2009		X	
Start-Up Funds Standardized Program List for Elementary Schools Development	3/31/2009		X	
Customer Service Improvement Plan Development (Internal and External)	12/15/2008			Vendors Too!
Purchasing Card Program: Cross Train Buyer I	1/30/2009		X	
FF&E Program Standardized List for Middle Schools Development	3/31/2009	X		Partially
Start-Up Funds Standardized Program List for Middle Schools Development	3/31/2009	X		Partially
FF&E Program Standardized List for High Schools Development	4/30/2010	X		On-Going
Start-Up Funds Standardized Program List for High Schools Development	4/30/2010	X		On-Going
Contracts Adoption & Standardization	8/30/2010	X		On-Going
PROFESSIONAL DEVELOPMENT				
Department Re-Organization into Teams for Cross-Training			7/31/2007	
Training Program for Bookkeepers: Develop and Present (Annual)			2/28/2008	
Training Program for District Awareness: Develop and Present			4/30/2008	
Job Descriptions :Update	1/31/2008		4/18/2008	
Department: Re-Name	12/15/2008	X		
Cross-Train Neil on Property and Warehouse Procedures	12/15/2008		Completed	
Training Program for Staff's Continued Development	12/15/2008	X		
SmartBoard Training for Staff			Completed	
Training Program for Vendors			Completed	
Training Program for Contracts			Completed	



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Training Program for Pcards			Completed	
Training Program for Selection Committee Members			Completed	
Training Program - Purchasing 101			Completed	
Trade Bid Utilization Training for End Users			Completed	
FACILITY DEVELOPMENT				
New Facility Office Space: Develop Programming Needs		X		