



Department of Administration
Purchasing Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

June 29th, 2020

To the Honorable
Alderman Michael Murphy, 10th District
Chair Committee on Finance & Personnel
Common Council-City Clerk
City Hall Room 205

Dear Alderman Murphy:

I am honored to appear before the Finance & Personnel Committee regarding my reappointment by Mayor Tom Barrett to serve as City Purchasing Director for the next four (4) years. If my reappointment is confirmed by members of the Common Council, I will continue to serve in this position with the utmost level of transparency and integrity; and work with the Administration; the Common Council; my colleagues; community partners; and my team to leverage City contracting as a tool for economic empowerment that fosters racial equity and inclusion.

Over the past twelve (12) years, I have managed and lead a clean, ethical and transparent contracting process and fostering racial equity and inclusion has always been and will always be one of my top priorities as a Public Servant and the City Purchasing Director. Furthermore, I am humbled and honored to highlight some of my accomplishments during the past four (4) years and to address my goals over the next term (2020-2024).

Accomplishments

- Implemented the Socially Responsible Contractors Bid Incentive
- Launched the City Accelerator – Inclusion in City Contracting Initiative
 - Launched the City's 1st Buying Plan
 - Re-Branded Website and Print Materials
- Streamlined our Contracting Documents
 - Terms and Conditions
 - City Contract
 - Expansion of Inclusion of Sustainability (Green Purchasing) Provisions
- Awarded \$4.4M in Contract Awards Based on the Local Business Enterprise (LBE) Bid Incentive
- Awarded \$33.4M in Contract Awards to Small Business Enterprise (SBE) firms
- Expanded the LBE Bid Incentive to Provide Greater Incentives for SBE firms
- Awarded Approximately \$249M Contract Awards with Zero (0) Sustained Bid Appeals
- Restructured and Reclassified various Purchasing Positions to Create a Path for Career Growth and to Support Employee Retention Efforts



Goals

- Implement the Recommendations of the Disparity Study
- Support Citywide Contracting Efforts that Foster Racial Equity and Inclusion
- Address Citywide COVID-19 Related Procurement Needs
- Conclude Procurement Process for the Democratic National Convention (DNC)
- Expand the Socially Responsible Contractors (SRC) Bid Incentive
- Revamp the LBE Bid Incentive Program
- Implement Digitization Efforts to Create Efficiencies
 - Implement Bonfire BidTable Module
 - Implement Citywide E-Signature Contract
- Provide Excellent Customer Service to Vendors and City Departments
- Host Quarterly Procurement 101 Webinars
- Create and support a work environment that fosters inclusion, creativity, respect and collaboration
- Maximize Cost Savings through Contract Negotiations & the Competitive Bidding Process

In closing, I look forward to working with you all and serving this City over the next four (4) years.

Sincerely,



Rhonda Kelsey
City Purchasing Director



c: Alderman Scott Spiker, Vice Chair
Alderwoman JoCasta Zamarripa
Alderman Nik Kovac
Alderwoman Milele Coggs