Program Assessment Form (Non-Academic Program)

Procurement and Property Management
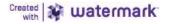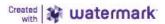
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General Information (Program Assessment Form (Non-Academic Program))

Standing Requirements

NMC MISSION STATEMENT & ESIP (COLUMN 1 OF THE 5-COLUMN MODEL)

NMC Mission Statement:Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the CommonwealthESIP for Procurement and Property Management:The mission of the Office of Procurement and Property Management is to effectively and efficiently manage the procurement of quality products and services that support student learning by providing outstanding customer services and resource management while maintaining unyielding integrity and adherence to NMC Procurement Regulations in support of the Northern Marianas College mission.

OUTCOMES (COLUMN 2 OF THE 5-COLUMN MODEL)

PPMO Nov 13, 2020 E-Procurement

Procurement AUO 1.
The procurement office will facilitate the college purchases of good and services (includes but not limited to, compliance to local , state and federal regulations).

Mapping

No Mapping

Procurement and Property Management Outcome Set

AUO 1
(AUO) Department /Programs will account for 90% of College properties.

Mapping

No Mapping

AUO 2
(AUO) College department/program will meet compliance to the NMC Property policy, Section V. item C. Department/Programs shall have complete and accurate property records.

Mapping

No Mapping

AUO 3
(AUO) College Federal department/programs will meet 100% compliance to the Title 2, §200.313 Federal Equipment Standard.

Mapping

No Mapping

2020-2021 Assessment Cycle (2018-2019 Assessment Cycle)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN)

Mission Statement

NMC Mission Statement:Northern Marianas College, through its commitment to student learning, provides high quality, affordable and accessible educational programs and services for the individual and people of the CommonwealthESIP for Procurement and Property Management:The mission of the Office of Procurement and Property Management is to effectively and efficiently manage the procurement of quality products and services that support student learning by providing outstanding customer services and resource management while maintaining unyielding integrity and adherence to NMC Procurement Regulations in support of the Northern Marianas College mission.

Measures

PPMO Nov 13, 2020 E-Procurement

Outcome

Outcome: Procurement AUO 1.
The procurement office will facilitate the college purchases of good and services (includes but not limited to, compliance to local , state and federal regulations).

Measure: Checklist of Workshop Attendees	
Indirect - Other	
Details/Description:	PPMO will track attendance of expenditure authorities at workshops via a checklist.
Acceptable Target:	At least 80% of expenditure authorities will attend the workshop.
Ideal Target:	100% of expenditure authorities will attend the workshop.
Implementation Plan (timeline):	The workshops occur during the month of October.
Key/Responsible Personnel:	Anita Camacho, Manager Robert Suzuki Elphidia Sablan I. Anita Camacho: Written Procurement procedures II. Keoni Tudela : Procurement Resource Folders III. Robert Suzuki: Contributor and maintenance of Property Records

Measure: Compliance review	
Indirect - Other	
Details/Description:	Review of the procurement documents, vendors quotations and contract (P.O) for compliance (meets regulations requirement) via a checklist.
Acceptable Target:	Submission of department procurement documents must be a 100% compliant to local, state and federal regulations.

Ideal Target:	Submission of department procurement documents must be a 100% compliant to local, state and federal regulations.
Implementation Plan (timeline):	On-going following each procurement submission.
Key/Responsible Personnel:	Anita Camacho, Manager Robert Suzuki Elphidia Sablan I. Anita Camacho: Written Procurement procedures II. Keoni Tudela : Procurement Resource Folders III. Robert Suzuki: Contributor and maintenance of Property Records

SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

Finding per Measure

PPMO Nov 13, 2020 E-Procurement

Outcome

Outcome: Procurement AUO 1.
The procurement office will facilitate the college purchases of good and services (includes but not limited to, compliance to local , state and federal regulations).

Measure: Checklist of Workshop Attendees
Indirect - Other

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Key/Responsible Personnel:	Anita Camacho, Manager Robert Suzuki Elphidia Sablan I. Anita Camacho: Written Procurement procedures II. Keoni Tudela : Procurement Resource Folders III. Robert Suzuki: Contributor and maintenance of Property Records

Findings for Checklist of Workshop Attendees

Summary of Findings:	The college organizational chart identifies 45 department/programs, of this, 33 of the 45 departments or 85% were represented, seven (7) departments/program or 15% did not attend the workshop of Oct 07, 2020.

Results :	Acceptable Target Achievement: Exceeded; Ideal Target Achievement: Approaching
Recommendations:	Ways to increase attendance at the workshop: 1. Offer the same workshop quarterly so that expenditure authorities can choose the date. 2. Require office managers to attend the workshop (make it mandatory). 3. No work studies should serve as proxies for the office manager or expenditure authority. 4. In response to survey results that stated PPMO offers a detailed workshop that may not necessarily assist expenditure authorities, PPMO can offer tutorial videos (mini-workshop style) so that information is delivered in smaller chunks for viewing at the convenience of the expenditure authority. 5. Zoom workshops do not effectively offer interaction of attendees and makes it difficult for PPMO presenters to engage attendees. Break-out rooms within Zoom may help attendees better communicate their questions or concerns. 6. Face-to-face workshops are better, with one-to-one assistance working sessions.
Reflections/Notes:	PPMO shall work with the Procurement Enhancement Committee to incorporate all recommendation into a comprehensive written procedure, concurred by the College Counsel and approved and adopted by the Office of the President within 12 months or no later than December of 2022. The Typhoon Yutu caused loss of files for departments. which means there are no files to reference from previous submissions. The pandemic caused PPMO to evolve its processes overnight. This went from the conventional hard copy process to a hybrid-digital process, then to a full digital process. This can take longer due to change in staffing in departments across the campus. It would be beneficial to cross-train program managers. PPMO at the college should move from de-centralized to centralized procurement. The compliance office then becomes an actual procurement office, so that PPMO will procure all items for every department rather than the current process where each department procures for itself.

Measure: Compliance review *Indirect - Other*	
Details/Description:	Review of the procurement documents, vendors quotations and contract (P.O) for compliance (meets regulations requirement) via a checklist.
Acceptable Target:	Submission of department procurement documents must be a 100% compliant to local, state and federal regulations.

Ideal Target:	Submission of department procurement documents must be a 100% compliant to local, state and federal regulations.
Implementation Plan (timeline):	On-going following each procurement submission.
Key/Responsible Personnel:	Anita Camacho, Manager Robert Suzuki Elphidia Sablan I. Anita Camacho: Written Procurement procedures II. Keoni Tudela : Procurement Resource Folders III. Robert Suzuki: Contributor and maintenance of Property Records

Findings for Compliance review

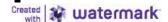| Summary of Findings:	Departments/programs, procurement shall meet 100% compliant to the College Procurement Regulation and the Federal, 2CFR. The college organizational chart identifies 45 department/programs, of this, 33 of the 45 departments or 85% were represented, seven (7) departments/program or 15% did not attend the workshop of Oct 07, 2020. The Procurement Office for the purpose of this report analysis departments procurement contracts from the period from Nov 01, 2020 to May 31, 2021 or 7 mo. The procurement office received and reviewed a total of 523 purchase orders, 65 or 12.4% were held for; a. Fifty-six (56) or 10.7% of 532, purchase orders were held but due to minor oversight such as lacking the required signatories, failure to thoroughly complete the information needed on the p.o; b. Nine (9) or 1.7% of the 532, purchase order was with major noncompliance and ultimately rejected and returned to department for compliance.
Results :	Acceptable Target Achievement: Exceeded; Ideal Target Achievement: Exceeded
Recommendations:	The Procurement Office, assessment of the purchase orders submitted for compliance and determined that the department in general understands the Procurement Regulations but will benefit with a written procedure and a sample complicated P. O's for visual guidance in their efforts to complete its procurement documentation requirements. Google Shared folder: PPMO Resource folders: Incorporates a. P.O and Contract Checklist II. Written step by step procurement procedure III. Sample, written RFQ solicitation
Reflections/Notes:	Reflections/Notes: The Procurement office conducted its annual workshop on October 07, 2020 with the goal of 80% of Expenditure authorities and

Administrative managers will attend the workshop.

80% of all expenditure authority and Administrative Managers shall have attend the FY2021 Annual Procurement Workshop of Oct 7, 2020.

PPMO for the purpose of this assessment and reporting considered the expenditure authorities and
administrative managers based of the department/programs they supervise.

PPMO shall work with the Procurement Enhancement Committee to incorporate all recommendation into a comprehensive written procedure, concurred by the College Counsel and approved and adopted by the Office of the President within 12 months or no later than December of 2022.

Progressive improvement shall be demonstrated within 6 months from date of approved procurement procedure but no later than December of 2023.

Overall Recommendations
No text specified

Overall Reflection
No text specified

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

2021-2022 Assessment Cycle (2018-2019 Assessment Cycle)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA (ASSESSMENT PLAN OR COLUMN 3 OF THE 5-COLUMN MODEL)
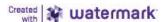
SUMMARY OF DATA COLLECTED AND USE OF RESULTS (ASSESSMENT FINDINGS OR COLUMNS 4 & 5 OF THE 5-COLUMN MODEL)

USE OF RESULTS

STATUS REPORT

OPERATIONAL PLAN (THIS IS WHERE YOU CAN LINK AN OUTCOME TO AN ACTION PLAN WITH OR WITHOUT A SPECIAL BUDGET REQUEST.)

STATUS REPORT (THIS SIMPLY STATES THE STATUS OF YOUR OPERATIONAL PLAN.)

2019-2020 Assessment Cycle (Actual Cycle) (ACTUAL Data)

MEANS OF ASSESSMENT AND SUCCESS CRITERIA

SUMMARY OF DATA

USE OF RESULTS

STATUS REPORT

USE OF RESULTS

STATUS REPORT