



EMPOWERING MARION FOR SUCCESS II

Procurement Services

FY 24/25 – 1st Quarter Accomplishments (October - December):

Organizational Experience

1. Employee Experience – Work Environment
 - a. Develop Electronic and Digital Process
 - i. Converted and customized fillable forms with extended features and e-signature capabilities in Adobe Pro.
 - ii. Completed transition for departments to upload p-card receipts & some invoices to a shared public drive, thus eliminating emails and hardcopies being sent inter-office.
 - iii. 80% complete with the Bonfire e-procurement platform implementation.
 - b. Improve Internal Communications
 - i. Redesigned the new Empower Marion SharePoint site to include local vendor directory, forms, trainings, and solicitations.
 - c. Improve External Communications
 - i. Vendor Liaison met with City of Ocala and CEP to develop and maintain productive relationships. Target vendors that are not historically bidding with the county.
 - ii. Social media fliers have been created and posted on Marion County's Facebook site pertaining to vendors.
 - iii. Vendor Liaison presented 2024 accomplishments & 2025 goals to the Board of County Commissioners.

FY 24/25 – 2nd Quarter Goals (January - March):

Organizational Experience

1. Employee Experience – Work Environment
 - a. Develop Electronic and Digital Process
 - i. Continue to create fillable forms with e-signature capabilities.
 - ii. Finish implementing Bonfire, an e-procurement software. This will expedite the solicitation process for Procurement and other departments.
2. Communication
 - a. Improve Internal Communications



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- i. Utilize Vector Solutions to distribute more trainings as necessary. Allowing users to receive completion certificates as well as to track continuous trainings.
- b. Improve External Communications
 - i. Vendor Liaison will continue to assist county departments as their purchasing needs change and how Procurement can assist.
 - ii. Vendor Liaison will continue to meet with various agencies and vendors throughout the County to develop and maintain productive relationships. Target vendors that are not historically bidding with the county.
 - iii. Vendor Liaison will create more of a social media presence.
 - iv. Vendor Liaison will be hosting a networking event which will allow businesses to meet face to face with county departments called “Meet the Departments” which will be held on January 8th, 2025. A “Reverse Trade Show, which will allow vendors to engage and learn of opportunities with other agencies around Central Florida will be held on June 18, 2025.
 - v. Vendor Liaison will create an email newsletter to the local vendors on the directory to keep them informed about events, training and up-coming opportunities with Marion County.
 - vi. Vendor Liaison will continue to create the Vendor Academy a hands-on training on “How to do Business with Marion County”. This will allow vendors to come and learn about the bidding/solicitation process as well as register for Bonfire before leaving training.