



EMPOWERING MARION FOR SUCCESS II

Procurement Services

FY 24/25 – 4th Quarter Accomplishments (July-September):

Organizational Experience

1. Employee Experience – Work Environment
 - a. Develop Electronic and Digital Process
 - i. Created fillable forms with e-signature capabilities to reduce paper-based processes.
2. Communication
 - a. Improve Internal Communications
 - i. Created How To guides for Euna Procurement (Bonfire) modules.
 - ii. Created a How To video on how to use the Local Vendor Directory, a voice over video.
 - b. Improve External Communications
 - i. Vendor Academy, offering two sessions as a comprehensive, hands-on training titled “How to Do Business with Marion County.” This session enables vendors to learn about the bidding and solicitation process and provides an opportunity to register for Bonfire before departing. Session two is a hands-on training titled “Navigating Bonfire”.

FY 25/26 – 1st Quarter Goals (October-December):

Organizational Experience

1. Employee Experience – Work Environment
 - a. Develop Electronic and Digital Process
 - i. Customize and schedule Euna Procurement (Bonfire) training sessions tailored to each department’s specific needs.
2. Communication
 - a. Improve Internal Communications
 - i. Expand use of Vector Solutions to distribute relevant Procurement training content, allowing users to earn completion certificates and track their progress over time.
 - ii. Encourage departments to submit training requests to help identify content gaps related to Procurement processes or tools.



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b. Improve External Communications

- i. The Vendor Liaison will continue to support county departments by adapting to their evolving purchasing needs and identifying ways Procurement can assist.
- i. Preparations are in progress for the upcoming “Meet the Department” event, which will feature a panel discussion with project managers representing both prime and subcontractors. The project managers will respond to pre-assigned questions within a 2-minute timeframe, followed by a Q&A session for prime and subcontractors. The goal is to extend invitations to city agencies within Marion County, including constitutional offices.
- ii. The Vendor Liaison will continue engagement with agencies outside Marion County to encourage broader participation in the 2026 Reverse Trade Show scheduled for June 17, 2026.
- iii. Plans are underway to update the Procurement webpage to enhance its appeal and functionality, including the creation of “How-To” videos and improvements in visual design to better serve and engage citizens.