



EMPOWERING MARION FOR SUCCESS II

Procurement Services

FY 24/25 – 3rd Quarter Accomplishments (April-June):

Organizational Experience

1. Employee Experience – Work Environment
 - a. Develop Electronic and Digital Process
 - i. Created and implemented fillable forms with e-signature capabilities to support a more efficient, paperless workflow.
 - ii. Completed the transition for departments to upload invoices, along with P-card receipts to a shared public drive, eliminating the need for inter-office emails and physical copies.
 - iii. Fully implemented Euna Procurement (formerly Bonfire), the County's e-procurement platform, which now hosts all active solicitations
2. Communication
 - a. Improve Internal Communications
 - i. Redesigned the new Empower Marion SharePoint site to include local vendor directory, forms, trainings, and solicitations.
 - b. Improve External Communications
 - i. The Vendor Liaison hosted a "Reverse Trade Show" on June 18, 2025, providing vendors with the opportunity to engage with and learn about upcoming opportunities from various agencies across Central Florida, including Marion County. The event was attended by a total of 106 people, representing 92 different vendors, with 32 attendees participating as walk-ins.
 - ii. The Vendor Liaison has fully launched the Vendor Academy, offering 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.
 - iii. The Vendor Liaison has developed an additional course for the Vendor Academy, Level II: "How to Use Bonfire." This training provides a step-by-step guide on submitting a bid through Bonfire, including essential terminology and language to help vendors understand the process and successfully complete their bids on solicitations.



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

Organizational Experience

1. Employee Experience – Work Environment
 - a. Develop Electronic and Digital Process
 - i. Continue creating and updating fillable forms with e-signature capabilities to reduce paper-based processes.
 - ii. 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.
 - 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.
 - iii. The Vendor Liaison will continue to expand Procurement's presence on social media to raise awareness, promote transparency, and highlight opportunities.
 - iv. Planning is underway for the "Meet the Departments" event scheduled for January 2026. This event will allow local businesses to foster greater collaboration and engagement with Marion County BOCC departments and other municipal representatives. The goal is to extend invitations to city agencies within Marion County, including constitutional offices.
 - v. 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.