

## **Procurement Reform Task Force**

### **Background**

The City of Chicago and its sister agencies – the Chicago Park District, Chicago Housing Authority, Chicago Public Schools, Chicago Transit Authority, City Colleges of Chicago, and Public Building Commission – spend billions of dollars on procurement annually. Despite that significant investment, the processes used by the City and its sister agencies when awarding funds and managing contracts are not uniform. Over the past four years, the City’s Department of Procurement Services, the Office of Inspector General, and other City departments and sister agencies have worked collaboratively, through initiatives such as the Government Procurement Compliance Forum, to make the procurement process more efficient, standardized, and transparent. Building upon those efforts, the Procurement Reform Task Force has been formed to expand and accelerate that work.

### **Composition**

The Task Force will be co-chaired by the City of Chicago’s Chief Procurement Officer and its Inspector General. The remaining members will include the Chief Executive Officer, Executive Director, or Chancellor of the six participating sister agencies.

### **Mandate**

The Task Force shall identify opportunities for the City of Chicago and its sister agencies to implement uniform best practices governing the award, management, and oversight of contracts in an effort to improve efficiency, increase accountability, and economize public funds.

### **Focus Areas**

The Task Force shall study four areas related to procurement and contracting at the City and its sister agencies and issue findings and recommendations for each. The four areas of study are:

- Procurement Process: This review shall include best practices for awarding government contracts through Requests for Proposals, Requests for Qualifications, and other competitive processes; approvals of emergency and sole source contracts; change orders and amendments; vendor communications; and conflicts of interest.
- Contract Compliance: This review shall include template contracts used by the City and its sister agencies; varying terms and conditions applied to vendors; processes and resources employed to ensure compliance with contracts, including construction contracts; maintenance and application of vendor debarment lists; MBE/WBE/DBE compliance plans; and processes for contract suspension and termination.
- Data Systems: This review shall study the varying information collected by the participants regarding their award and monitoring of contracts; the systems used to track their

procurements and contracts; and overlap, redundancies, and disparities among the participants' vendor data.

- Oversight: This review shall include the current array of oversight by bodies with authority and jurisdiction regarding complaints and investigations related to the participants' procurements and contracts, and the best policies and practices for conducting investigations and audits in order to ensure the effectiveness of these bodies in monitoring compliance with policies and law.

### **Process**

The Task Force will review the laws, regulations, policies, and practices related to the four areas identified above at the City of Chicago and the six participating sister agencies. Through surveys, information requests, and interviews the Task Force shall receive from relevant governmental bodies all necessary information for summary and comparison. From an analysis of this information, the Task Force will issue a set of findings regarding the current procurement processes and contract management at the City and sister agencies. From those findings, the Task Force will also issue a set of recommendations to be enacted by the participating entities.

### **Deliverables**

The Task Force will produce a Final Report stating its findings regarding the current status of procurement and contract management at the City and its sister agencies. Based on those findings the Task Force will issue a set of recommended actions to be taken by the participants in order for the City and its sister agencies to achieve the goals of greater efficiency, increased accountability, and cost savings with regards to procurement and contract management and oversight.