

Updated 5/24/22

**2022 GOALS AND OBJECTIVES  
JENNIFER KACZALA  
AREA #103 – PROCUREMENT**

Goal 1 – To provide efficient, effective, and economical Department functioning and enhance productivity of the Department through the proper assignment, training, and management of personnel.

| OBJECTIVE  | DUE DATE | STATUS/COMMENTS                            |
|--|----------|--|
| 1. Set training objectives for two full-time support staff so they may continue to progress with their purchasing-related certificates.                  | 10/1/22  | Underway                                   |
| 2. Conduct mini purchasing training courses for various departments  | 11/1/22  | Manager sessions to be scheduled fall 2022 |
| 3. Promote staff who will be taking on additional duties   | 9/1/22   | Promotion paperwork submitted for Clerk 3. |
| 4. Cross Train Employees. Provide training to selected clerk staff in other administrative areas so that they may provide back-up during critical times. | 3/1/22   | Completed                                  |
| 5. Attend Annual Purchasing Conferences  | 8/15/22  | Attended GPANJ & Rutgers                   |

Goal 2 – To boost productivity and accountability of the Purchasing Department through regular reporting.

| OBJECTIVE   | DUE DATE                                 | STATUS/COMMENTS |
|---|--|-----------------|
| 1. Perform quarterly review of 2022 Objectives and Projects                             | 1/1/22;<br>4/1/22;<br>7/1/22;<br>10/1/22 | Completed two   |
| 2. Create Quarterly Purchasing Performance Report for Board of Recreation Commissioners | 1/1/22;<br>4/1/22;<br>7/1/22;<br>10/1/22 | Completed two   |

Goal 3 – To ensure that supply, vending and other contracts are appropriately awarded, managed and administered.

| OBJECTIVE                                     | DUE DATE | STATUS/COMMENTS |
|---|----------|-----------------|
| 1. Develop 2023 Supply Contract bid timelines | 10/1/22  | Pending         |
| 2. Develop 2023 bid calendar                  | 12/1/22  | Pending         |

|  |         |               |
|--|---------|---------------|
| 3. Complete 2023 vending contracts   | 12/1/22 | Pending       |
| 4. Complete 2022-2023 concession bidding & contract for Seven Presidents   | 4/1/22  | Completed     |
| 5. Complete concession 2023-2024 bidding and contracts for golf course cart service and Hominy Hill banquet center | 8/1/22  | Not Completed |

Goal 4 – To create and maintain agency policies, rules and regulations, and operational procedures that support the procurement of goods and services necessary to the delivery of park and recreation areas, facilities, programs and services to the public.

| OBJECTIVE   | DUE DATE | STATUS/COMMENTS                     |
|---|----------|-------------------------------------|
| 1. Review and update Purchasing Manual  | 8/1/22   | Underway                            |
| 2. Update all Bid Boiler Plates with current State issued forms                       | 7/1/22   | Underway                            |
| 3. Review Supply Manual for possible changes; create spreadsheet for Department Heads | 2/1/22   | Completed                           |
| 4. Review with County IT'S THE possibility of migrating to County Purchase software   | 12/1/22  | Two meetings held. Follow-up needed |
|   |          |                                     |