

# Report on Contracts

**Department:** Arkansas Department of Veterans Affairs

**Secretary:** Nathaniel Todd

The purpose of this report is to prompt an analysis of contracts and contract expenditures within each Department and assist in the formulation of a report to the Governor on how to achieve greater efficiency (cost savings) and effectiveness as it relates to this topic. An analysis of *contract management* should consider all relevant factors including the number of vendors, staffing, contract management process, approach to negotiation, and other barriers/challenges associated with the contracting. This analysis should take a holistic approach to developing plans to deliver efficiency and effectiveness improvements. **The report template includes sections for three projects for your convenience. This number is not a goal or target. You may add or delete boxes for as many projects as you submit.**

## **ACTION PLAN FOR PROJECT 1: Contracting**

### 1. Project Title: Contracts

#### 1.1. Brief description of project, goal, and action plan.

ADVA will review its procurement department and review current contracts to determine which areas ADVA can achieve greater efficiency and effectiveness. ADVA is currently working on contracts to meet the needs of the various divisions within the agency.

#### 1.2. Identify any additional resources required for the implementation and success of this plan.

No additional resources are required for the implementation of the plan. Procurement staff will be reviewing contracts for procurement compliance as well as costs to utilize contracts in an efficient manner across the agency.

#### 1.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

There are no anticipated additional costs associated with the plan.

#### 1.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

The plan would include negotiations with vendors on contracts that could be utilized in various areas across the agency. This could potentially lead to better pricing and in return, cost savings.

#### 1.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

The timeline of this plan is 12 months due to ADVA currently rebuilding the finance team due to turnover. The key steps for this plan include a thorough review and understanding of the needs of the various divisions. Contracts could be integrated for better pricing and cost savings.

#### 1.6. Identify any obstacles to the implementation and success of this plan.

There are no known obstacles to the implementation of the plan.

#### 1.7. How could Department of Transformation and Shared Services provide support to the Department?

ADVA will need to further review its contracts and determine if support is needed from Department of Transformation and Shared Services.

## **ACTION PLAN FOR PROJECT 2:**

### 2. Project Title

- 2.1. Brief description of project, goal, and action plan.
- 2.2. Identify any additional resources required for the implementation and success of this plan.
- 2.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?
- 2.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.
- 2.5. What is the implementation timeline and key action steps for this plan? How will you track progress?
- 2.6. Identify any obstacles to the implementation and success of this plan.
- 2.7. How could Department of Transformation and Shared Services provide support to the Department?

### **ACTION PLAN FOR PROJECT 3:**

#### 3. Project Title

- 3.1. Brief description of project, goal, and action plan.
- 3.2. Identify any additional resources required for the implementation and success of this plan.
- 3.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?
- 3.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.
- 3.5. What is the implementation timeline and key action steps for this plan? How will you track progress?
- 3.6. Identify any obstacles to the implementation and success of this plan.
- 3.7. How could Department of Transformation and Shared Services provide support to the Department?

### **Additional thoughts/comments:**