

Preparing for a Procurement Management Review (PMR)

Presenters

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Preparing for a PMR

OBJECTIVE

The objective of this session is to help state agencies that fall under DPS purview plan and prepare for a Procurement Management Review (PMR).



Preparing for a PMR

We Will Discuss

- Why
- When
- How
- What
- After the review



Preparing for a PMR

Why We Review

- Share Best Practices
- Assess and Promote Compliance
- Provide Advice & Consultation
- Identify Training Needs
- Evaluate Overall Performance



Preparing for a PMR

When We Review

- Length Since Last Review
- Data Reports
- Special Conditions
- Other Factors



Preparing for a PMR

How Much Prior Notice

- Two months - Contact the agency's Purchasing Director
- One month - Send introduction letter and questionnaire
- Two weeks - Send agency information sheet (Specific vouchers, SPCC users, contracts)



Preparing for a PMR

How We Review

- Operational Efficiencies
- Policies and Procedures
- Procurement Files
- Personnel Interviews
- Discuss findings daily



Preparing for a PMR

What We Review

- eVA Required T&Cs
- eVA Business-to-Government Vendor Registration
- eVA Orders and Contracts
- Timeliness of Confirming Orders



Preparing for a PMR

What We Review

- Mandatory Use of eVA
 - 14.9a (eVA fee)
 - 14.9b (no eVA fee)
- Optional Use of eVA
 - 14.9c (no eVA fee)
- Non-Compliant Purchase Transactions (eVA Dashboard)
- Timeliness of PO changes



Preparing for a PMR

After the Review

- Exit Conference
- Formal Report
- Corrective Action Plan may be required
- Follow-up



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Preparing for a PMR

Takeaway

Stay ready and you won't have to get ready



Preparing for a PMR

How to find your State Account Executive

An Agency of the Commonwealth of Virginia Virginia.gov Find an Agency

 **Virginia Department of General Services**
Serving Government. Serving Virginians.

DGSJobs    

DGS | Engineering and Buildings | Laboratory Services | Procurement | Real Estate & Facilities | Fleet | Graphics | Surplus | Mail

I Want To... I'm Looking For... I Need to Contact...

Home > Purchases and Supply > Policy, Consulting & Review > Find my Account Executive

Division of Purchases and Supply

FIND MY ACCOUNT EXECUTIVE

Use the filter below to search for your state agency's Account Executive.

If you are a locality, see the [Local Government Account Executive map](#) to find your contact.

FILTER

| AGENCY ID | AGENCY NAME | ACCOUNT EXECUTIVE | CONTACT | PHONE |
|-----------|--|-------------------|-----------------------------------|--------------|
| 149 | Administration of Health Insurance | Debra Smith | debra.smith@dgs.virginia.gov | 804-786-4067 |
| 141 | Attorney General and Department of Law | Brix Driskill | heather.driskill@dgs.virginia.gov | 804-225-4077 |
| 133 | Auditor of Public Accounts | Brix Driskill | heather.driskill@dgs.virginia.gov | 804-225-4077 |
| 754 | Augusta Correctional Center | Debra Smith | debra.smith@dgs.virginia.gov | 804-786-4067 |



Preparing for a PMR

Recognizing Excellence

Agencies receiving 90% and above compliance

- Christopher Newport University
- Department of Agriculture
- Southern Virginia Mental Health Institute
- Department of Environmental Quality
- Department of Historic Resources



Preparing for a PMR

Questions?