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Memorandum

Date: February 12, 2019

To: Great Lakes Water Authority Board of Directors

From: Nicolette N. Bateson, CPA, Chief Financial Officer & Treasurer

CC: Sue F. McCormick, Chief Executive Officer

RE: Procurement Group Updates

Appointment of Ms. Sonya Collins as Interim Procurement Director

Presently, Gaylor “Butch” Johnson is on an extended leave. During this leave, Ms. Sonya Collins, CPPB, has agreed to lead the GLWA Procurement during a time of significant activity as well as process improvements. Sonya brings a deep understanding of procurement and mentorship to this role. Effective immediately, Ms. Collins will also take on the role of Chief Procurement Officer (CPO) as defined by the GLWA Procurement policy. Many thanks to Mr. Daniel Edwards who has served with tremendous dedication as CPO for many months.

The Procurement Pipeline

Today we release the new monthly one-page newsletter *The Procurement Pipeline*. The goals of this communication are to inform the business community about opportunities with GLWA as well as other key updates and topics of interest. Many thanks to Ms. Susan Kopinski, Ms. Sharon Davis-Beavers, and Ms. Phyllis Walsh for delivering a quality project within a condensed timeline.

Contract Numbers

An element of streamlining business processes is eliminating redundancy and utilizing a key numeric field that is common among all databases. For GLWA, procurements touch a minimum of three databases (WAM, BS&A, and Bonfire). For this reason, the combination of letters in codes used in prior procurements is being replaced with the WAM generated seven-digit requisition number to designate the project and contract number (the first two digits represent the year that the requisition was initiated). The graphic below demonstrates the use the new numbering system (Aeration Decks - 1803188) in contrast

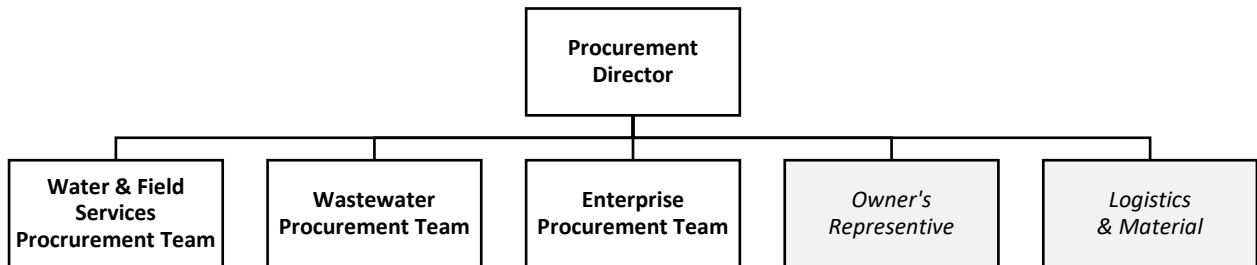
to the prior system (GLWA-CON-238). The new numbers will begin appearing on procurement related Board letters.

Procurement Portal Great Lakes Water Authority				
Open Public Opportunities		Past Public Opportunities	My Opportunities	Public Contracts
Status	Ref. #	Project	Close Date	
OPEN	RFB-1803188	Aeration Decks 2 & 3 Panel Rehabilitation	Feb 25th 2019, 12:00 PM EST	
OPEN	GLWA-CON-238	Chlorination and Dechlorination Process Equipment Improvements at WRRF	Feb 28th 2019, 12:00 PM EST	

Reorganization of Procurement Group

Effective immediately, the Procurement Group will be reorganized to focus on core procurement functions . The Owner’s Representative and Logistics & Materials team will report directly to the Chief Financial Officer & Treasurer.

Procurement Group *Before*



Procurement Group *Effective Immediately*

