

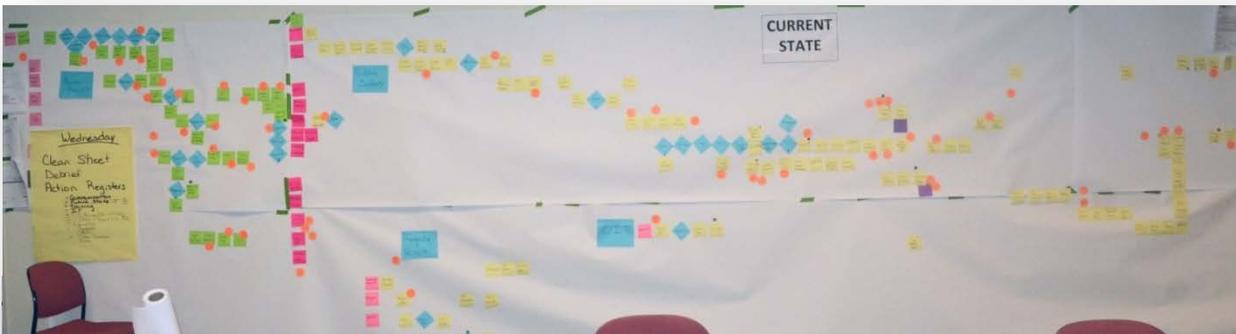
**Ohio Marketplace Commodities Purchasing Process
Lean Ohio Kaizen Event Fact Sheet**

Issue: The procurement process for commodities is not standardized among agencies that are not utilizing Ohio Administrative Knowledge System - OAKS workflow and using paper-based processes causing long wait times and general inefficiency.

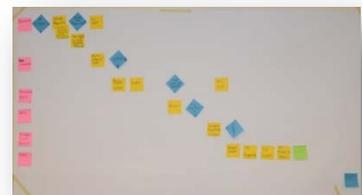
Department	Changes to Process	Metrics	As a Result
Office of Budget and Management/Department of Administrative Services Multi-agency Collaboration July 29-August 2, 2013	<ul style="list-style-type: none"> Process steps reduced from 90 to 19, a 78% reduction Decision points reduced from 17 to 6, a 64% reduction Eliminated 98 points of identified waste in the process 	<ul style="list-style-type: none"> The time to submit a requisition to receiving a purchase order was reduced from an average of 30 days to 7 days. Projected annual savings of over \$67,000 for the participating agencies in office costs and paper reduction. 171,000 projected redirected staff hours, the equivalent of over 80 FTEs. 	State of Ohio Agencies will process purchase orders 77% faster, resulting in quicker delivery of commodities used for daily operations.

Major Improvement	HOW it was accomplished
Purchase Processing Time Reduction	Removed layers of approvals, eliminated the need to enter redundant purchase information in multiple systems and reduced the number of touches required for processing.
Single System Entry	Purchase information required for multiple systems (e-Controlling Board, e-OIT and Procure.Ohio) will be entered once into OAKS and automatically uploaded to other systems.
Better Utilization of Current OAKS Functions	Gathered expertise from OAKS representatives and identified current available functions to be implemented in new process.

Current State Map



Future State Map



Team members: Bryon Moore, OBM; Bridget Brubeck, OBM; Scott Ferguson, MHAS; Lucille Fuller, MHAS; Ron Watts, DRC; Jackie Flemmings, DAS/OIT; Betsy Bashore, OBM; Tony Collins, City of Gahanna; Brandi Braun, City of Gahanna; Barbara Richardson, ODH; Marlene Jones, ODH; Michele Flanery, DPS; Teresa Peters, DPS; Kellie Whalen, DPS; Jean Stephenson, DAS

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