

Case Study - YWCA of Greater Los Angeles

Above the Standard Procurement Group, Inc., ATSPG Franchising, Inc. www.ATSPG.com

back
business
basics



Company Name

YWCA of Greater Los Angeles

Industry

Non-Profit, Federal Contractor

Initial Need(s)/ Project(s)

Contractor Purchasing System Review (CPSR) Audit / Assessment (One Week)

This client partner approached us via email asking for help to strengthen their procurement and financial systems. We discussed their goals, what they wanted to do with the information we would find, how they would go about strengthening their procurement and financial systems, and we provided an outline of what Above the Standard Procurement Group® does within our financial and procurement services.

The need arose due to the increase of compliance and regulation from the Federal sector, Non-Profit industry, State, County, and City oversight, as well as the 117 years of their success in the Los Angeles County Community.

Additional Project(s) Conducted

From the initial CPSR project conducted, which helped us to gain credibility and trust, Above the Standard Procurement Group® (ATS) went onto conduct many other projects, such as:

- Engaged, managed, and conducted several cost reduction projects, such as, office supplies, cell phones, copiers, janitorial, cleaning services, elevator maintenance, food, HVAC, plumbing, landscaping, construction, and more than fifty other areas)
 - The savings were more than \$3 Million over a one year term;
- Procurement and finance training for one week for more than forty finance, procurement, logistics, property, and distribution staff. Some of the topics discussed were:
 - Best procurement practice;
 - Procurement definitions;
 - Approved and Non-Approved Finance and Procurement Systems;
 - Question Form Checklist (for best practice, evaluation, self-assessing of internal practices and procedures);
 - Purchase File Checklist;
 - Explanation of File Checklist and How to Use;
 - Procurement Review Guide and Procedures & Interviews;
 - Example Assessment Report;
 - Requisition Checklist;
 - Purchase Order and Subcontract Checklist;
 - Subcontracting;
 - Management and oversight of the procurement process at the corporate and individual contract levels;
 - Use of Government funds through price competition;
 - Actions to provide opportunities for small business firms to participate;



Helped with transitional planning, development, procurement, and contracts for their new \$70M facility located by Staples Center!

- Compliance with cost accounting standards in awarding subcontracts;
- Methods of determining subcontractor responsibility;
- Conducting your own financial and procurement assessment / audit;
- Federal Acquisition Regulation;
- Procurement topics, definitions, and how to apply them
 - Pre-award
 - Award
 - Post-award;
- Price competition;
- Small business opportunities;
- Cost accounting standards;
- Plan, do, check, and act processes;
- Cost reduction and best value;
- Request for Proposals application; and
- Much more;
- Created, developed, and submitted a several hundred page bid to the Federal Government for their continued contract with the Department of Labor, as well as another Federal Government contract for another location;
- Conducted Los Angeles County community linkages for greater communication, compliance, documentation, and organizational growth;
- Helped with transitional planning, development, procurement, and contracts for their new \$70M facility located by Staples Center
 - This project involved a Statement of Work for transition activities and procurement for millions of dollars in goods and services, project management of this transition, benchmarks, and analysis of audited procurement and source of funds;
- Revision of Standard Operating Procedures for compliance and regulation;
- Education of corporate audit for all their locations, as well as site audit, for greater compliance with the Federal Government, Internal Best Practice, and other regulations;
- Vendor Management Systems compliance, organization, and systemization
 - We were able to update their vendor list of more than 2,000 to show correct contact information, company name, whether the vendor was in business or not, with the final outcome of a clean vendor list identifying the good and service they provided
 - From this, we worked with our client partner staff to setup vendor specifications, procurement best practice, procedures, and other regulations and had each vendor sign and agree to their new procurement, finance, and property / logistics best practice
 - The end result: Greater compliance, reduced time in sourcing for the



needed goods and services, less time going through their data base with useless information for vendors that were no longer in business or not compliant (this was in the hundreds);

- Implemented communications and results oriented management meetings for all middle and upper management within the organization;
- Staff reorganization and change management;
- Budget management for procurement and finance, such as:
 - We helped develop the budget for a \$100 Million 5 year contract for hundreds of different areas needed to fulfill the operation of this educational facility, such as staff support services, community outreach and volunteer services, specialized projects, professional services and support, organization and infrastructure, staff salary structure and compensation, employee paid options, staff incentive, academic, vocational, social skills, food, clothing and uniforms, support service personnel, medical and dental, career preparation personnel and services, administration, facilities maintenance, security, communications, IT, facility lease expense, insurance, staff travel and training, severance pay, and much more;
- Created centralized purchasing, helped evaluate and hire new purchasing manager; and
- Much more.

Outcome(s)

We continue to work with the YWCA of Greater Los Angeles with any needs they have, as they have been a client for several years.

We were able to reduce costs by more than \$6 Million over a 9 month period (multiple year awarded contracts), reduce costs through additional cost reduction studies, increase effectiveness, improve communications, activate best practice, centralize procurement, provide a platform for proper vendor management and evaluation, institute many new techniques into the organization for greater resource effectiveness, bring about finance and green sustainability, train and empower staff to be more effective with results, renew a \$100M contract with the Federal Government, and much more!

Most importantly, both the YWCA and ATS value people as the most important ASSET!



What does the YWCA of Greater Los Angeles have to say about us?

"Above the Standard Procurement Group is the premiere go-to company for cost savings, efficiency and training! Ted Landgraf and Company have worked beyond expectation with the YWCA Greater Los Angeles on various tasks in procurement, finance, and administration; saving us thousands! Above the Standard Procurement Group carries the highest level of integrity and professionalism and I am pleased to recommend them to anyone looking for a better way of managing."

Faye Washington, CEO

Elsa Luna, CFO

YWCA of Greater Los Angeles

