

SUHSD Proposition O Program Management Improvement Matrix

Program Element	Past Practice by PM	Current Practice by SUHSD	Resulting Change	Planned Improvements
Selection of CBOC members	Selected by PM & Superintendent	Selection process by HR, advertising by Grants	Selection process is more transparent	Recruit remaining member
Budget development and adjustments	Developed by PM	Developed by SUHSD	Budgets more in line with District priorities	Input from CFO
Major Architect Selection	PM ran RFQ process. Supt did final interviews.	Planning and Purchasing will run RFQ process. Panel will select.	More transparent selection process	Track A-E performance on each project including Errors and Omissions
Consultant Selection	PM ran RFQ process for architects, inspectors & labor compliance	Planning manages RFQ & selection process with support of Purchasing	Less influence from PM firm.	Input from end user. Update RFQ process & implement master agreements
Project priorities	Developed by PM	Developed by SUHSD/Board approval	More realistic priorities	Cabinet level recommendations
Change order management	PM/Prog Mgr/ PPM Director/Asst Supt approval, Board ratification	PM develops/Director/CFE/ Supt* approval Board ratification	Faster Processing	Show debits and credits
Contract amendments	PM/Prog Mgr/ PPM Director/Asst Supt approval, Board ratification	PM develops/Director/CFE/ Supt* approval Board ratification	Faster Processing	Clarify delegation of approval
Invoice approval and processing	PE/PM Doc Control/Prog Mgr/ PPM/Director/ Fac Acctg.	Fac Specialist/ PM/Director/ Fac Acctg.	Faster Processing	Prolog training and workflow
Report of construction expenditures & funding	K-4 report by Fac Acctg. & Prop O report by PM	K-4 (now M-1) contains full disclosure of all Prop O funds	Full Disclosure to Board and public of all funding and expenditures	Further refinements to make more user friendly
Restrict gifts from consultants and contractors	No restrictions	Board Bylaw 9270 restricts gifts to \$50	Awareness of Form 700 and GC 89503	Board consideration of further restrictions under review
Develop District Educational Facilities Standards	Technical standards were not enforced resulting in lack of consistency	District PM staff enforces technical standards for building systems	A-Es are given direction and held accountable for meeting standards	District Educational Facilities Standards Committee is updating standards
Continue to utilize Qualification Based Selection Process	Lack of clear ranking for some contractor selections	Clearly developed ranking system applied consistently for all QBS	Clearly fair and transparent selection process	Board updated contractor prequalification process