

# NCSHA 2016 Annual Awards Entry Form

(Complete one form for each entry)

**Deadline: Wednesday, June 15, 2016**

Visit [ncsha.org/awards](http://ncsha.org/awards) to view the Annual Awards Call for Entries.

**Instructions:** Type entry information into the form and save it as a PDF. Do not write on or scan the form. If you have any questions contact [awards@ncsha.org](mailto:awards@ncsha.org) or 202-624-7710.

Fill out the entry name *exactly* as you want it listed in the program.

**Entry Name:** \_\_\_\_\_

**HFA:** \_\_\_\_\_

**Submission Contact:** (Must be HFA Staff Member) \_\_\_\_\_ **Email:** \_\_\_\_\_

Please provide a 15-word (maximum) description of your nomination to appear on the NCSHA website.

\_\_\_\_\_

Use this header on the upper right corner of each page:

**HFA:** \_\_\_\_\_

**Entry Name:** \_\_\_\_\_

\_\_\_\_\_

**Select the appropriate subcategory of your entry and indicate if you are providing visual aids.**

<b>Communications</b>	<b>Homeownership</b>	<b>Legislative Advocacy</b>	<b>Management Innovation</b>
Annual Report	Empowering New Buyers	Federal Advocacy	Financial
Creative Media	Encouraging New Production	State Advocacy	Human Resources
Promotional Materials and Newsletters	Home Improvement and Rehabilitation		Operations
			Technology
<b>Rental Housing</b>	<b>Special Needs Housing</b>	<b>Special Achievement</b>	Are you providing visual aids?
Encouraging New Production	Combating Homelessness	Special Achievement	Yes
Multifamily Management	Housing for Persons with Special Needs		No
Preservation and Rehabilitation			

## MSHDA's Office of Procurement: How it was created and moved an Authority plagued with old ideas and practices forward

Random contracts, varying degrees of oversight, audit findings and fatigued Legal and Finance divisions greeted Executive Director Kevin Elsenheimer on his first day at the Michigan State Housing Development Authority in April 2015.

Armed with his strong track record of service in both the public and private sectors, Elsenheimer rolled up his sleeves and accepted the herculean task of bringing order to the chaos that was MSHDA's procurement practices. In just three short months he created a new office that since has become a model of efficiency in process and cost savings.

Today the Office of Procurement coordinates, reviews and shepherds more than 100 contracts with values ranging from a few thousand dollars to multi-millions through a process that ensures that MSHDA is leveraging its purchasing power to obtain the best value for optimal goods and services. The office assists divisions with everything from grants and contracts, purchasing of commodities, the tracking, review and oversight of all IT-related service agreements, personal service contracts, leases, and informal agreements. It operates with the goal of guaranteeing all MSHDA agreements, contracts and sponsorships are appropriately vetted, approved, tracked and monitored in accordance with state policy and best practices.

Since learning that purchasing, procurement processes and personal service contracts needed to be managed in an efficient and accurate manner, the Office of Procurement swiftly acted to centralize and streamline services provided to MSHDA by: 1) providing effective oversight to the contract process from the bidding phase through the awarding of the contract; 2) assisting with the RFP development and contract formation; 3) administering contracts until contract discharge; and 4) developing comprehensive Authority-wide procurement (i.e. purchasing and contract) policy and training regimens.

In the nine months since its creation the Office of Procurement has grown to three staff members and has reviewed dozens of contracts and consulted with all divisions within MSHDA in the drafting and posting of RFPs. In addition, this powerhouse team has realized an estimated \$100,000 in contract savings for MSHDA. Perhaps more importantly, though, the team has reduced greatly the potential liability caused by contracts that were non-conforming to the State of Michigan process.

The concept of an office focused on the procurement process may not seem innovative. However, the speed with which this team was assembled and strategically moved across all of MSHDA to develop best-practice processes is both stunning and extraordinary. In short order, silos and barriers were knocked down and policies were streamlined, contracts were monitored and cash savings were realized.

Sometimes it takes a leader to step in, recognize problems and develop smart solutions. Breaking down the shackles of "that's the way we've always done it" thinking is just the innovation and motivation MSHDA needed to make this leap.

For these reasons, we respectfully submit the creation of MSHDA's Office of Procurement for recognition by NCSHA for Innovation in Operations in the category of Management Innovation.