

ORANGE COUNTY SANITATION DISTRICT

HONOR WALK NOMINEE FORM

Please complete this form and return it to the OCSD Public Affairs Office.

Name of nominee Marc Dubois

Relationship to OCSD Former Contracts, Purchasing, and Materials Manager

On a separate sheet, please describe:

- The length and nature of the nominee's relationship to OCSD;
- How he or she has enhanced the quality of operations and/or leadership; and
- How the nominee has made an exceptional contribution to OCSD or people served by OCSD.

Please use the attached leadership competencies and resolution adopted by the Board of Directors establishing the program, as reference.

Nominees should be past Board Members or retired employees.

Name of requestor Heather Park and Jackie Lagade

Phone/email address HPark@ocsd.com x7585 and JLagade@ocsd.com x7557

Department head approval* _____ Date _____

General manager approval* _____ Date _____

Steering Committee approval _____ Yes _____ No _____ Date _____

*Required for employee nominations only.

Marc Dubois made a significant contribution to the District over his nearly 25 years as the Contracts, Purchasing, and Materials Manager. He developed Purchasing ordinances, policies, and procedures that govern the way the District does business to this day. Having previously worked at LA County Sanitation and the County of Orange, he came to the District in 1995 with experience that he used to create an effective, progressive, and highly regarded procurement department.

Throughout his career, Marc, with his leadership and collaborative skills with other managers, streamlined the procurement process in several significant ways, such as:

- Instituting electronic bidding aligning with the District's paperless initiative and expediting the formal procurement process.
- Helping to create the District standard in Board Agenda Reports that allowed for the establishment of contingency funds for projects at time of award.
- Creating the District's first-ever Maintenance and Repair Master contract, which allowed the District to complete a backlog of projects quickly and efficiently and still allows for the fast procurement of numerous maintenance and repair projects.
- Championing for the increased bidding limits we use today to expedite the procurement process while maintaining the District's fiduciary responsibility.

Marc, as a manager, was innovative not only in his approaches to procurement, but in how best to provide the best customer service to all departments at the District. For example, he revamped the divisional SharePoint page to make it a "one-stop-shop" for end users to learn and understand the District's procurement process. He also made several other significant improvements District-wide during his career, such as:

- Helping to create our current Contracts Administration department by recruiting knowledgeable staff whom we still rely on today to complete our largest construction & design contracts.
- Authoring and consistently updating the District's Purchasing Ordinances and the General Manager's Purchasing Policies and Procedures.
- Championing for his department to apply for and successfully win the Achievement of Excellence in Procurement (AEP) award for the past 18 years consecutively.
- Creating a "Garage Sale" area in the Warehouse that allows employees to find gently used items from their peers, which saves the District expenses on furniture and promoting reuse of items.

Overall, Marc Dubois created a procurement division that served as a leading example to other agencies in Orange County and California, and he gained a reputation in the procurement industry as a progressive, cutting-edge procurement manager. Marc's efforts to create an effective and prolific procurement department contributed to the overall success of the District, in its ability to procure and manage projects – from the largest construction efforts to the smallest part purchase – successfully, expeditiously, and lawfully.