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Greenleaf -  Bridgeport, CT

Procurement Plan

# Procurement Management Plan

**GreenLeaf Medical Delivery Business**  
**Date:** 3/10/2025  
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**1. Introduction**

The purpose of this **Procurement Management Plan** is to define the procurement strategy, vendor selection process, contract management, and performance evaluation for the **GreenLeaf Medical Delivery Business**. This document outlines the necessary procurement activities to ensure a secure, compliant, and cost-effective medical marijuana delivery service.

**2. Procurement Management Approach**

The procurement process will be managed by the **Project Manager** in collaboration with the **Contracts and Purchasing Department**. The **Project Management Office (PMO)** will oversee vendor selection, contract negotiations, and procurement risk management.

**Roles & Responsibilities**

* **Project Manager:** Oversees procurement planning and vendor performance.
* **Contracts and Purchasing Department:** Manages vendor selection and contract execution.
* **Legal Team:** Ensures compliance with state and federal regulations.
* **Finance Team:** Manages budget allocation and procurement approvals.

**3. Procurement Definition**

The following procurement items are necessary for project execution:

| **Item/Service** | **Justification** | **Required By** |
| --- | --- | --- |
| Online Ordering System | Secure and compliant order processing | Month 4 |
| GPS Tracking for Deliveries | Real-time delivery tracking and security | Month 4 |
| Delivery Vehicles (Secure) | Compliance with medical transport regulations | Month 3 |
| Warehouse & Storage Facility | Secure storage for inventory management | Month 3 |
| Digital Payment Integration | Secure transactions for patient orders | Month 4 |
| Security & Compliance Audits | Regulatory compliance assurance | Ongoing |

**4. Type of Contracts to Be Used**

All procurement will be conducted using **Firm-Fixed Price (FFP) contracts** to ensure predictable costs. Long-term service agreements may include **performance-based contracts** to maintain quality assurance.

| **Procurement Item** | **Contract Type** | **Notes** |
| --- | --- | --- |
| Software Development | Firm-Fixed Price (FFP) | Milestone-based payments |
| Vehicle Procurement | Purchase Agreement | Compliance with security laws |
| Digital Payment Gateway | Service Contract | Monthly subscription model |
| Warehouse Leasing | Lease Agreement | 12-month contract |

**5. Procurement Risks & Mitigation Strategies**

| **Risk** | **Impact** | **Mitigation Strategy** |
| --- | --- | --- |
| Delays in vendor delivery | Project timeline disruption | Establish penalty clauses for delays |
| Regulatory non-compliance | Legal consequences | Regular audits & legal reviews |
| Vendor financial instability | Service disruption | Prequalification & financial checks |
| Cost overruns | Budget overages | Firm-Fixed Price contracts |

**6. Procurement Performance Metrics**

| **Metric** | **Target** |
| --- | --- |
| Vendor On-Time Delivery | 95% deliveries on time |
| Compliance with Regulations | 100% adherence |
| Budget Adherence | Within 5% of planned cost |
| Customer Satisfaction | 90% positive feedback |

**7. Vendor Selection & Management**

Vendor selection will be based on:  
✔ **Past Performance & References**  
✔ **Compliance with Regulations**  
✔ **Cost & Value for Money**  
✔ **Technical Capability & Support**

**Approval Process:**

* Purchases **under $10,000** require **Project Manager** approval.
* Purchases **above $10,000** require **Board Approval & Competitive Bidding**.

**8. Conclusion**

This **Procurement Management Plan** ensures that all procurement activities for **GreenLeaf Medical Delivery Business** align with project objectives, regulatory compliance, and budgetary constraints. It will be regularly reviewed to address evolving procurement needs.

**Sponsor Approval:**

**Approved by:** Ambika Devi Avula  
**Title:** Project Sponsor  
**Date:** 3/12/2025