

Tips on Planning from Brookline's Chief Procurement Officer: David Geanakakis

- With or without an FF&E Consultant, you will need to participate in all aspects of the process. Set regular meeting times. Push both internal staff and external suppliers to attend and contribute to meetings. The process will take time. You will be consumed by reading blueprints, seeing where items will and won't fit, looking at brands, and prices.
- Separate bids are not required. Use the contracts available to you. Work with companies that have multiple product lines available under their contract. The fewer the contacts for your suppliers, the less chaotic the process will be. With fewer suppliers, there will be fewer budget discussions. It will also be easier to contend with the installation process, (which usually hits just before the opening of school in the fall) a process that is inherently stressful but can become VERY stressful with multiple suppliers to coordinate.
- Assemble a Team to make furniture decisions. Have representatives on the team from all stakeholders (administration, faculty, students, facilities managers etc.). Take input from everyone but someone will have to ultimately decide. Set parameters for decision-making. Make your decisions based on quality, not just price.

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