**1. Introduction:**

The Procurement Department is one of the service departments established in all MDAs in 2008 as part of implementing the Public Procurement Act, 2007 as outlined in the Head of Civil Service of the Federation Circular No. HCSF/PSO/155/I/3 dated 31st March, 2008 on the establishment of Procurement Cadre in the Federal Civil Service. The division has the mandate to:

* Ensure projects conceptualization and package match defined priorities;
* Ensure all contracting processes are conducted in a transparent, open, competitive and efficient way and in strict compliance with the provision of Public Procurement Act, 2007 and extant guidelines on the award of contracts in the Public Service, in order to achieve value for money as well as to conform with spirit of due process mechanism.
* Prevent contract inflation by ensuring cost reasonableness, accuracy comparability in the competitive markets.

The implementation report details the steps taken and results achieved in carrying out the budget allocation for the Office of the Secretary to the Government of the Federation. This comprehensive report offers valuable insights into the goals, procedures, obstacles encountered, accomplishments, and key takeaways from the implementation process.

**2. Objectives:**

The main aim is to analyze how the budget allocated to the Office of the Secretary to the Government of the Federation has been utilized over the course of the last eight years. This analysis will involve a comprehensive review of the expenditure, ensuring transparency and accountability in the budget utilization process.

**3. Scope:**

The scope of this implementation covers a period of eight years, as the majority of these contracts are still active. These contracts encompass a wide range of items and services, including but not limited to:

* Development of Platform for Stakeholders Engagement on General Security Challenges.
* Communication Network for Security Administrators at Federal & State Level.
* Maintenance Contract for Security Equipment under Service Wide Security Project.
* Production & Review of Standard Operating Procedure for Security Agencies (FASSM).
* Policy & Programme Coordination/Review.
* Procurement of Utility Vehicles.
* Construction of SGF Annex Office.
* Continued Automation of Cabinet Processes-Electronic Data Management.
* Continued Archival of FEC Documents Project Phase II.
* Central Delivery Coordination Unit (Production & Tracking of all FEC approved Projects) including Citizens feedback Platforms).

**4. Achievements in respect of efficient service delivery to the Office of the Secretary to the Government of the Federation:**

* The Electronic Data Management System (EDMS) has proven to be highly effective in efficiently archiving a wide range of Procurement Documents. This system has played a crucial role in ensuring the safety and security of these files, providing a reliable and organized platform for easy access and management.
* Communication Network for Security Administrators has proven to be invaluable in fostering collaboration among local, state, and federal governments to ensure the safety and security of citizens. These not only contribute to the safekeeping of citizens but also play a crucial role in intelligence gathering efforts. By establishing and adhering to standardized procedures, security agencies are better equipped to coordinate their efforts and respond effectively to potential threats, ultimately enhancing public safety and national security.
* The construction of the SGF Annex office is being undertaken to address the longstanding challenge faced by the President's aides. Prior to this initiative, the appointed aides encountered significant difficulties in securing appropriate office accommodations that would enable them to efficiently carry out their duties. This new office space will provide a dedicated and conducive environment for the aides to effectively fulfill their responsibilities.
* The Cabinet Affairs Office previously stored sensitive documents in physical archives provided by the office. However, over time, it became evident that this traditional method led to wear and tear of the files, compromising their integrity and security. Consequently, a decision was made to transition to an automated archival system for these documents, aiming to enhance their preservation and accessibility while minimizing the risk of damage.

**5. Challenges:**

Due to the limited budget allocation, the organization has faced challenges in enhancing staff welfare through the procurement of utility vehicles. These vehicles are essential for providing convenient and efficient transportation for staff, thus impacting their overall work experience and productivity.

**6. Recommendation:**

In order to drive improvement in the efficiency and effectiveness of service delivery, it is imperative to conduct a comprehensive evaluation of our current budget allocation. This evaluation should involve a detailed analysis of resource utilization, identification of potential areas for increased allocation, and consideration of the impact on service quality. By making strategic decisions to enhance budget allocation, we can bolster our ability to provide a wider range of resources, benefits, and support systems. This, in turn, will contribute to a more favourable and productive development fostering positive outcomes for all involved.