

Purchasing



**Chief Fiscal
Officer**

Purchasing

Purchasing

Description

The Purchasing Department is the office responsible for the acquisition of supplies, services, and construction supporting the operations of the Municipality. The Department is the entity within the Municipality authorized to issue Invitations to Bid and Requests for Proposals. The Department issues purchase orders, and contracts to acquire supplies and services. The Department also disposes of all municipal surplus property and equipment.

Department Services

The Purchasing Department is conscious of its responsibility and accountability in the expenditure of public funds. Therefore, the Purchasing Department maintains a competitive bidding process in accordance with Federal and State laws, regulations, and Municipal ordinances. It is the Purchasing Department's policy to encourage the participation of qualified vendors in the bidding process, emphasizing opportunities for small businesses and disadvantaged and women owned businesses. Preference may be given to local bidders when not prohibited by the funding source.

Projects and requirements for the Municipality vary widely and as a result, rely heavily upon the local business and contractor community to meet its needs. We encourage the local contractor community to participate in the various solicitation processes offered. A local bidder's preference is applied for these local businesses & contractors residing within the corporate boundaries of the Municipality. The use of minority and women owned businesses is encouraged, and participation goals for sub-contracting may be required depending on the source of funding.

Department Goals that Contribute to Achieving the Mayor's Mission:



Administrative Efficiency – Make city government more efficient and decrease departmental spending.

- Provide departments with the knowledge needed to successfully procure items/services at the best value for the City with minimal difficulty (standardize and streamline processes).
- Ensure that procurements are made in compliance with all laws and policies
- Provide contract administration training to departments.
- Provide training to departments on the purchasing processes.
- Continue to work with and explore alternative procurement methods when contracting situations would benefit from their use.

Purchasing Department Summary

	2020 Actuals	2021 Revised	2022 Proposed	22 v 21 % Chg
Direct Cost by Division				
Purchasing	1,855,804	2,186,838	1,921,655	(12.13%)
Direct Cost Total	1,855,804	2,186,838	1,921,655	(12.13%)
Intragovernmental Charges				
Charges by/to Other Departments	(1,454,699)	(1,711,338)	(1,396,155)	(18.42%)
Program Generated Revenue	(401,105)	(475,500)	(525,500)	10.52%
Function Cost Total	-	-	-	-
Net Cost Total	-	-	-	-
Direct Cost by Category				
Salaries and Benefits	1,746,765	2,045,271	1,786,986	(12.63%)
Supplies	8,795	5,964	2,964	(50.30%)
Travel	275	-	-	-
Contractual/Other Services	99,968	135,603	131,705	(2.87%)
Debt Service	-	-	-	-
Direct Cost Total	1,855,804	2,186,838	1,921,655	(12.13%)
Position Summary as Budgeted				
Full-Time	15	15	13	(13.33%)
Part-Time	-	-	-	-
Position Total	15	15	13	(13.33%)

Purchasing

Reconciliation from 2021 Revised Budget to 2022 Proposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2021 Revised Budget	2,186,838	15	-	-
Changes in Existing Programs/Funding for 2022				
- Salaries and benefits adjustments	(22,791)	-	-	-
2022 Continuation Level	2,164,047	15	-	-
Transfers by/to Other Departments				
- Transfer to Public Works Department	(235,494)	(2)	-	-
2022 Proposed Budget Changes				
- Reduce non-labor	(6,898)	-	-	-
2022 Proposed Budget	1,921,655	13	-	-

Purchasing
Division Summary
Purchasing

(Fund Center # 138100, 138179)

	2020 Actuals	2021 Revised	2022 Proposed	22 v 21 % Chg
Direct Cost by Category				
Salaries and Benefits	1,746,765	2,045,271	1,786,986	(12.63%)
Supplies	8,795	5,964	2,964	(50.30%)
Travel	275	-	-	-
Contractual/Other Services	99,968	135,603	131,705	(2.87%)
Manageable Direct Cost Total	1,855,804	2,186,838	1,921,655	(12.13%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,855,804	2,186,838	1,921,655	-
Intragovernmental Charges				
Charges by/to Other Departments	(1,454,699)	(1,711,338)	(1,396,155)	(18.42%)
Function Cost Total	401,105	475,500	525,500	10.52%
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	401,105	475,500	525,500	10.52%
Program Generated Revenue Total	401,105	475,500	525,500	10.52%
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	15	15	13	(13.33%)
Position Total	15	15	13	(13.33%)

**Purchasing
Division Detail
Purchasing**

(Fund Center # 138100, 138179)

	2020 Actuals	2021 Revised	2022 Proposed	22 v 21 % Chg
Direct Cost by Category				
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Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,855,804	2,186,838	1,921,655	(12.13%)
Intragovernmental Charges				
Charges by/to Other Departments	(1,454,699)	(1,711,338)	(1,396,155)	(18.42%)
Program Generated Revenue				
406625 - Reimbursed Cost-NonGrant Funded	120,644	265,000	210,000	(20.75%)
408380 - Prior Year Expense Recovery	80	-	-	-
408570 - Sale of Contractor Specifications	-	500	500	-
408580 - Miscellaneous Revenues	280,381	210,000	315,000	50.00%
Program Generated Revenue Total	401,105	475,500	525,500	10.52%
Net Cost				
Direct Cost Total	1,855,804	2,186,838	1,921,655	(12.13%)
Charges by/to Other Departments Total	(1,454,699)	(1,711,338)	(1,396,155)	(18.42%)
Program Generated Revenue Total	(401,105)	(475,500)	(525,500)	10.52%
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2020 Revised		2021 Revised		2022 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Coordinator	1	-	1	-	1	-
Administrative Officer	3	-	3	-	2	-
Deputy Officer	2	-	2	-	2	-
Junior Administrative Officer	2	-	2	-	2	-
Principal Admin Officer	2	-	2	-	2	-
Purchasing Director	1	-	1	-	1	-
Senior Administrative Officer	3	-	3	-	2	-
Senior Office Associate	1	-	1	-	1	-
Position Detail as Budgeted Total	15	-	15	-	13	-

Anchorage: Performance. Value. Results

Purchasing

Anchorage: Performance. Value. Results.

Mission

Responsible for the acquisition of supplies, services, and construction supporting the operations of the Municipality.

Accomplishment Goals

- Provide departments with the knowledge needed to successfully procure items/services at the best value for the City with minimal difficulty (standardize and streamline processes).
- Ensure that procurements are made in compliance with all laws and policies
- Provide contract administration training to departments.
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Performance Measures

Progress in achieving goals will be measured by:

Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks:

2018 -- .1%
 2019 -- .2%
 2020 -- .1%
 2021 -- .2%

Benchmark: Below 1%

Measure #2: Number of formal protests sent to Bidding Review Board (BRB)

2018 -- 1 Asplund Waste Water Treatment Facility Improvements
 2019 -- 0
 2020 -- 0
 2021 -- 0

Goal: 0

Measure #3: Expenditures in the local area

2018 – 40% - We have changed our measures from reflecting all of Alaska to just reflect Anchorage, of the \$258 Million spent, 40% was in Anchorage.
 2019 – 40% of \$208 Million, exclusive of P-cards
 2020 – 54% of \$333 Million, exclusive of P-cards
 2021 – 44% of \$190 Million, exclusive of P-cards

No formal Goal but matter of local interest

PVR Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

