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## Purchasing

Anchorage: Performance. Value. Results.

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### 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 Municipality 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 education to departments on the purchasing processes which will increase efficiency and accuracy.
- Expand use of Purchasing Credit card to achieve efficiency.
- Increase local vendor participation and solicitations.

### Performance Measures

Progress in achieving goals will be measured by:

<b>Performance Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks.</b>
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2021 – 0.5%  
2022 – 0.4%  
2023 – 0.4%  
2024 – 0.5%  
2025 Q4 – 1.2%

	Amount	Value
Purchase Orders	837	\$86,608,889.41
Change Orders	588	\$11,526,727.57
Total	1,425	\$98,130,616.98

Benchmark: Below 1.0%

<b>Performance Measure #2: Number of formal protests sent to Bidding Review Board (BRB).</b>
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2021 – 1 2021B073 Glenn Alps Snow Removal  
2022 – 0  
2023 – 0  
2024 – 0  
2025 – 0

Goal: 0

Notes: 2021B073 Glenn Alps Snow Removal – Purchasing addressed the issues and worked with M&O to re-solicit this requirement. Per Anchorage Municipal Code, Section 7.20.040.A.3, the MOA cancelled ITB 2021B073 as being in the best interest of the Municipality.

**Performance Measure #3: Number of trainings offered to MOA employees.**

**2025 Q4 In-person Trainings**

Q4 Shopping cart (0)

Q4 P-Card (20)

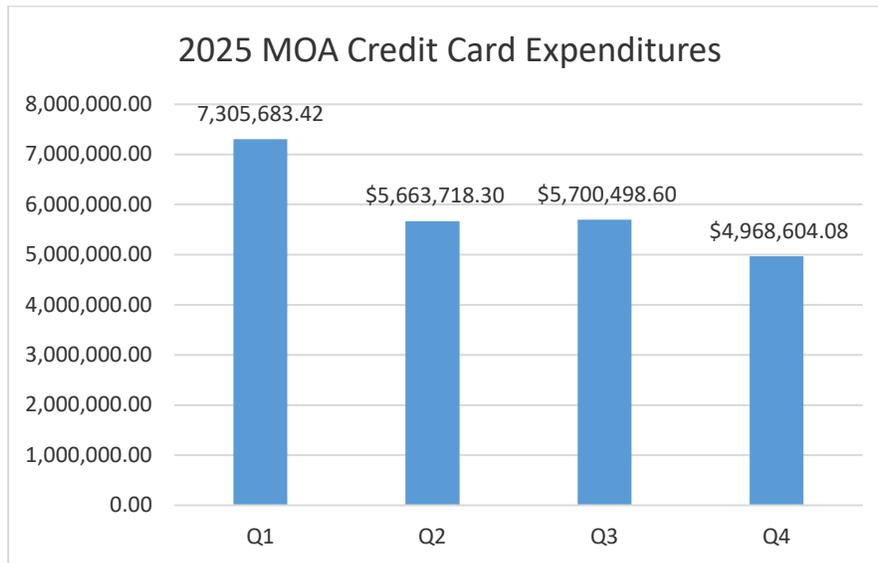
Purchasing Credit Card Data – Q2		
	# of CC	% trained
Participants	439	
New Users	20	100%
Renewals	0	100%

Goal: 1 Shopping Cart training per quarter; 1:1 training for all new P-card users; and 100% of P-card renewal training.

**Performance Measure #4: Number of MOA credit card transactions and split transactions.**

Purchasing Credit Card Data	
# of 2025 Audit Findings	0
Current Estimated Value of Annual Rebate (May 2025 – April 2026)	<b>\$240,661.39</b>

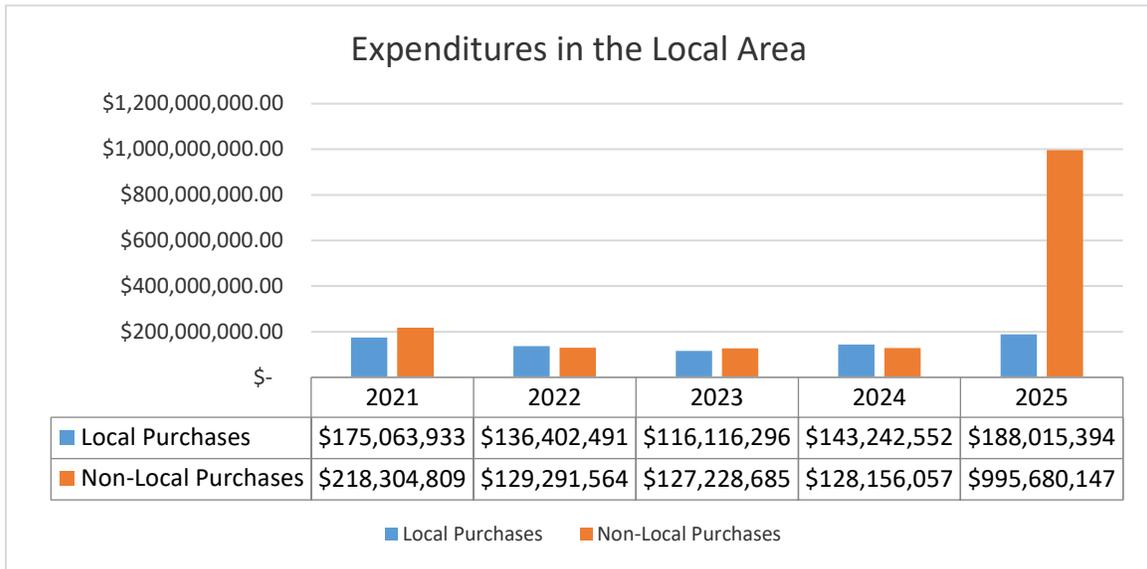
2025	# of Split Transactions
Q4	0



**Performance Measure #5: Expenditures in the local area.**

2021 – 45% of \$393 Million  
 2022 – 51% of \$265 Million  
 2023 – 48% of \$243 Million  
 2024 – 53% of \$271 Million  
 2025 Q4 – 16% of \$1.2 Billion

Goal: 50% of purchases to be Local.



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**Performance Measure Methodology Sheet**  
**Purchasing Department**

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

**Type**

Efficiency

**Accomplishment Goal Supported**

Provides MOA departments with the knowledge needed to standardize and streamline processes, while successfully procuring items/services at the best value for the City with minimal difficulty.

**Definition**

Reports Purchasing services as a percent of total MOA purchases, in comparison with national benchmarks.

**Data Collection Method**

SAP report.

**Frequency**

Reported quarterly and annually, or as needed.

**Measured By**

The Executive Assistant in Purchasing will measure and compile this data. This information will be stored in the g-drive.

**Reporting**

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

**Used By**

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

<b>Performance Measure #2: Number of formal protests sent to Bidding Review Board (BRB)</b>
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**Type**

Effectiveness

**Accomplishment Goal Supported**

Ensures that procurements are made in compliance with all laws and policies and measures the accuracy and fairness of Purchasing bidding process.

**Definition**

Reports the number of formal protests sent to the Bidding Review Board.

**Data Collection Method**

Formal protests are recorded by the Purchasing Department and sent to the Bidding Review Board for formal review, per code.

**Frequency**

Reported quarterly and annually, or as needed.

**Measured By**

The Executive Assistant in Purchasing, in collaboration with Department staff, will measure and compile the data. This information will be stored in the g-drive.

**Reporting**

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

**Used By**

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

<b>Performance Measure #3: Number of trainings offered to MOA Employees</b>
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**Type**

Effectiveness

**Accomplishment Goal Supported**

Provide education to departments on the purchasing processes, which will increase efficiency and accuracy.

**Definition**

Reports the number of Shopping Cart and Purchasing credit card trainings are completed by MOA employees to support the Purchasing goal of 1 per quarter in person training class and 100% of P-card renewals/ new users take online training.

**Data Collection Method**

Shopping Cart training members are counted in-person and tracked. P-Card training is provided to new MOA employees; renewal trainings are tracked in Excel.

**Frequency**

Reported quarterly and annually, or as needed.

**Measured By**

The Executive Assistant in Purchasing, in collaboration with Department staff, will measure and compile the data. This information will be stored in the g-drive.

**Reporting**

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

**Used By**

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

**Performance Measure #4: # of Purchasing Credit Card transactions and number of split transactions.**

**Type**

Effectiveness

**Accomplishment Goal Supported**

Expand use of Purchasing Credit card to achieve efficiency and ensure that procurements are made in compliance with all laws and policies.

**Definition**

Reports the number of Purchasing Credit Card transactions and number of split transactions.

**Data Collection Method**

The P-Card Administrator runs a query to record which transactions are split, per quarter.

**Frequency**

Reported quarterly and annually, or as needed.

**Measured By**

The Executive Assistant in Purchasing, in collaboration with the P-Card Administrator, will measure and compile the data. This information will be stored in the g-drive.

**Reporting**

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

**Used By**

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

<b>Performance Measure #5: Expenditures in the local area</b>
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**Type**

Effectiveness

**Accomplishment Goal Supported**

Increase local vender participation and solicitations.

**Definition**

Reports the number of expenditures to support the Purchasing goal of 50% of purchases to be Local, if possible.

**Data Collection Method**

SAP report.

**Frequency**

Reported quarterly and annually, or as needed.

**Measured By**

The Executive Assistant in Purchasing will measure and compile this data. This information will be stored in the g-drive.

**Reporting**

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

**Used By**

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

**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.

