

PURCHASING

PURCHASING DEPARTMENT

Management
Services

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Purchasing
1912

DEPARTMENT SUMMARY

DEPARTMENT PURCHASING

MISSION

To ensure the public and municipal agencies that fair, economically feasible and timely purchasing policies and procedures are followed for the procurement of property, materials, supplies, services, construction services, and equipment, and for the disposal of property, materials, supplies and equipment.

MAJOR PROGRAMMING HIGHLIGHTS

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Continuation of the freight consolidation program.
- Consolidation of municipal supplies and services for greater savings.

RESOURCES

	1988	1989
Direct Costs	\$ 887,210	\$ 857,040
Program Revenues	\$ 117,000	\$ 128,530
Personnel	14FT	15FT

1989 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1988 REVISED	1989 BUDGET	1988 REVISED				1989 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	887,210	857,040	14			14	15			15
OPERATING COST	887,210	857,040	14			14	15			15
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	887,210	857,040								
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	383,600	277,240								
TOTAL DEPARTMENT COST	1,270,810	1,134,280								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,157,180	1,005,750								
FUNCTION COST	113,630	128,530								
LESS PROGRAM REVENUES	117,000	128,530								
NET PROGRAM COST	3,370-	0								

1989 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	716,340	17,100	138,350		871,790
DEPT. TOTAL WITHOUT DEBT SERVICE	716,340	17,100	138,350		871,790
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	701,590	17,100	138,350		857,040

RECONCILIATION FROM 1988 REVISED TO 1989 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS
		FT PT T
1988 REVISED BUDGET:	\$ 887,210	14FT
Amount Required to Continue Existing Programs in 1989:	(55,840)	
REDUCTIONS TO EXISTING PROGRAMS:		
- Principal Administrative Officer	(70,760)	(1FT)
EXPANSIONS IN EXISTING PROGRAMS:		
- Buyers	96,430	2FT
NEW PROGRAMS:		
None		
MISCELLANEOUS INCREASES (DECREASES):		
None		
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1989 BUDGET	\$ 857,040	15FT

1989 PROGRAM PLAN

DEPARTMENT: PURCHASING

DIVISION: PURCHASING SERVICES

PROGRAM: Procurement and Contracting Services

PURPOSE:

Provide a purchasing system that ensures maximum use of fair and open competition and receipt of the best value for funds available, consistent with applicable laws and regulations, good business practices and sound financial management policies.

1988 PERFORMANCES:

- Implement the new policies and procedures developed by the Purchasing Committee to improve the purchasing services to municipal agencies.
- Implement the automation plan for the Purchasing Department.
- Increase the number of Municipal Annual Supply Contracts.
- Support for the privatization program.

1989 OBJECTIVES:

- Implement new procedures to improve the participation of local vendors of supplies and services in municipal business.
- Improve the Purchasing Department's automated systems.
- Develop alternative procurement procedures which are less staff intensive while supporting the governing laws.

RESOURCES:

	1987 REVISED			1988 REVISED			1989 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	27	0	0	14	0	0	15	0	0
PERSONAL SERVICES	\$ 1,263,980			\$ 723,250			\$ 701,590		
SUPPLIES	22,620			17,100			17,100		
OTHER SERVICES	184,190			146,860			138,350		
DEBT SERVICE	23,400			0			0		
TOTAL DIRECT COST:	\$ 1,494,190			\$ 887,210			\$ 857,040		
PROGRAM REVENUES:	\$ 123,000			\$ 117,000			\$ 128,530		

PERFORMANCE MEASURES:

- Formal Bids	115	116	120
- Requests for quotes	289	446	500
- Construction contracts	114	90	100
- Purchase orders issued	6,100	5,390	6,000
- Requests for proposals	110	110	110

2 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

1, 2

BPAB010R
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102435

M U N I C I P A L I T Y O F A N C H O R A G E
1989 DEPARTMENT RANKING

Funding Line at Rank 2

DEPT: 18 -PURCHASING

DEPT BUDGET UNIT/
RANK PROGRAM

SVC
LVL

1 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

1 Provide for procurement of materials,
OF supplies and services for all agencies
4 of the municipality as required by Title
Seven of the Anchorage Municipal Code.

IGC SUPPORT
PROGRAM REVENUES 117,000

This service level does not include
the designated buyer program for ML&P
AWWU.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
13	0	0	596,650	17,100	146,860	0	0	760,610

2 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

2 To improve the time delay between the
OF procurement issuance and delivery of
4 the required supply or service. This
function primary supports the public
and the using agency resulting in the
reduction of procurement time by
improving user agency and vendor
knowledge of the procurement system.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	48,940	0	8,510-	0	0	40,430

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	645,590	17,100	138,350	0	0	801,040

DEPARTMENT OF PURCHASING

FUNDING LINE

801,040

3 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Provide dedicated buying and contract
OF services to Municipal Light and Power
4 and Anchorage Water and Waste Water.
These services are not included in
service level number one (the base line
purchasing services) and have recently
been directly funded by the effected
utilities.

IGC SUPPORT

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09/21/88
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M U N I C I P A L I T Y O F A N C H O R A G E
1989 DEPARTMENT RANKING

DEPT: 18 -PURCHASING

DEPT	BUDGET UNIT/	SVC
RANK	PROGRAM	LVL

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
2	0	0	103,760	0	0	0	0	103,760

4 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

4 Department administrative systems and
OF the administration of the surplus
4 property procedures.

IGC SUPPORT
PROGRAM REVENUES 0

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	44,930	0	0	0	0	44,930

TOTALS FOR DEPARTMENT OF PURCHASING

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
17	0	0	794,280	17,100	138,350	0	0	949,730