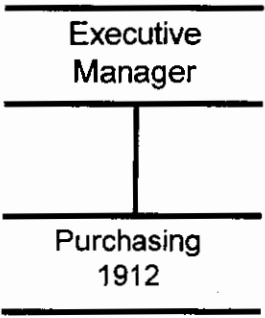


PURCHASING

PURCHASING



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 utilization or disposal of excess/surplus property and materials.

Major Program Highlights

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of Municipal supplies and services for greater savings.
- Training and implementation of PeopleSoft Purchasing Applications on a Municipal-wide basis.
- Refine Business Activities/Processes to better utilize PeopleSoft functionality.
- Develop workflow system capabilities within PeopleSoft for increased efficiency.
- Develop business plan for review/applicability of procurement cards.

RESOURCES

	1999	2000
Direct Costs	\$ 1,075,040	\$ 1,071,260
Program Revenues	\$ 67,000	\$ 67,000
Personnel	15FT	15FT

2000 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1999 REVISED	2000 BUDGET	1999 REVISED				2000 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	1,075,040	1,071,260	15			15	15			15
OPERATING COST	1,075,040	1,071,260	15			15	15			15
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	1,075,040	1,071,260								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	228,810	320,570								
TOTAL DEPARTMENT COST	1,303,850	1,391,830								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,236,070	1,324,180								
FUNCTION COST	67,780	67,650								
LESS PROGRAM REVENUES	67,000	67,000								
NET PROGRAM COST	780	650								

2000 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	994,890	14,400	70,720	6,000	1,086,010
DEPT. TOTAL WITHOUT DEBT SERVICE	994,890	14,400	70,720	6,000	1,086,010
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	980,140	14,400	70,720	6,000	1,071,260

RECONCILIATION FROM 1999 REVISED BUDGET TO 2000 MAYOR'S BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1999 REVISED BUDGET:	\$ 1,075,040	15		
1999 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 2000:				
- Salaries and benefits adjustment	(3,780)			
MISCELLANEOUS INCREASES/(DECREASES):				
- None				
1999 CONTINUATION LEVEL:	\$ 1,071,260	15	0	0
BUDGET REDUCTIONS:				
- None				
NEW/EXPANDED SERVICE LEVELS:				
- None				
2000 MAYOR'S BUDGET:	\$ 1,071,260	15 FT	0 PT	0 T

2000 P R O G R A M P L A N

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 practices.

1999 PERFORMANCES:

- Continued to audit transactions from annual supply contracts and vendor contracts.
- Continued consolidating purchases of Municipal supplies and services wherever feasible for greater savings.
- Continued to make surplus supplies and materials available on a Municipal wide basis.
- Continued implementing and updating the Year 2000 program.

2000 PERFORMANCE OBJECTIVES:

- Perform transaction reviews for annual supply contracts and vendor contract utilization.
- Continue consolidating purchases of Municipal supplies and services whenever feasible for greater savings.
- Continue to make surplus supplies and materials available on a Municipal wide basis.
- Training and implementation of PeopleSoft Purchasing Applications on a Municipal-wide basis.
- Refine Business Activities/Processes to better utilize PeopleSoft functionality.
- Develop business plan for review/applicability of procurement cards.
- Develop workflow system capabilities within PeopleSoft for increased efficiency.

2000 P R O G R A M P L A N

DEPARTMENT: PURCHASING

DIVISION: PURCHASING SERVICES

PROGRAM: Procurement and Contracting Services

RESOURCES:

	1998 REVISED			1999 REVISED			2000 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	15	0	0	15	0	0
PERSONAL SERVICES	\$	847,140		\$	983,920		\$	980,140	
SUPPLIES		14,200			14,400			14,400	
OTHER SERVICES		80,280			70,720			70,720	
CAPITAL OUTLAY		4,410			6,000			6,000	
TOTAL DIRECT COST:	\$	946,030		\$	1,075,040		\$	1,071,260	
PROGRAM REVENUES:	\$	72,000		\$	67,000		\$	67,000	

WORK MEASURES:

- Construction contracts		90		90		90
- Formal bids		171		155		155
- Request for Proposals		76		70		85
- Request for Quotes		321		300		280
- Purchase Orders issued (includes Change Orders and Releases)		5,943		6,300		6,300

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

1

BPAB010R
09/10/99
102120

M U N I C I P A L I T Y O F A N C H O R A G E
2000 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

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

CB 1 Provide for procurement of construction,
OF supplies, and services for all agencies
1 of the Municipality as required by Title
Seven of the Anchorage Municipal Code.

IGC SUPPORT
PROGRAM REVENUES 67,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	0	0	980,140	14,400	70,720	0	6,000	1,071,260

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	0	0	980,140	14,400	70,720	0	6,000	1,071,260

----- DEPARTMENT OF PURCHASING FUNDING LINE -----
1,071,260

TOTALS FOR DEPARTMENT OF PURCHASING , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
15	0	0	980,140	14,400	70,720	0	6,000	1,071,260