

PURCHASING

PURCHASING

Municipal
Manager

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 utilization or disposal of excess/surplus property and materials.

Major Department Highlights

- Provide a centralized purchasing and contracting function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of Municipal supplies and services for greater savings.
- Provide transitional support on the PeopleSoft Purchasing application for roll-out on a Municipal-wide basis, and assist in deploying enhanced functionality.
- Manage and provide on-going administration for the new Procurement Credit Card Program on a Municipal-wide basis.
- Prepare revisions to Anchorage Municipal Code, Title7, for improved efficiency and program enhancements.

RESOURCES

	2000	2001
Direct Costs	\$ 1,071,260	\$ 954,360
Program Revenues	\$ 67,000	\$ 67,000
Personnel	15 FT	14 PT

2001 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	2000 REVISED	2001 BUDGET	2000 REVISED		2001 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	1,071,260	954,360	15		15	14
OPERATING COST	1,071,260	954,360	15		15	14
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	1,071,260	954,360				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	320,570	284,930				
TOTAL DEPARTMENT COST	1,391,830	1,239,290				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,324,180	1,114,230				
FUNCTION COST	67,650	125,060				
LESS PROGRAM REVENUES	67,000	67,000				
NET PROGRAM COST	650	58,060				

2001 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	877,800	14,400	74,410	2,500	969,110
DEPT. TOTAL WITHOUT DEBT SERVICE	877,800	14,400	74,410	2,500	969,110
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	863,050	14,400	74,410	2,500	954,360

RECONCILIATION FROM 2000 REVISED BUDGET TO 2001 APPROVED BUDGET
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DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
2000 REVISED BUDGET:	\$ 1,071,260	15		
2000 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 2001:				
- Salaries and benefit adjustment	840			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- None				
2001 CONTINUATION LEVEL:	\$ 1,072,100	15	0	0
PROGRAMMATIC BUDGET CHANGES:				
- Deployment of the new Procurement Credit Card Program will reduce current centralized order and payment processing, and distribute small purchasing responsibility to the Municipal departments	\$ (57,320)	(1)		
- Revisions to Municipal Code, Title 7, will decrease resource requirements, provide a pathway for e-commerce, and streamline Assembly reporting requirements	(60,420)			
2001 APPROVED BUDGET:	<u>\$ 954,360</u>	<u>14</u>	<u>0</u>	<u>0</u>

2001 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.

2000 PERFORMANCES:

- Performed transaction reviews for annual supply contracts and vendor contract utilization.
- Continued consolidating purchases of Municipal supplies and services whenever feasible for greater savings.
- Continued to make surplus supplies and materials available on a Municipal wide basis.
- Refined business activities/processes to better utilize PeopleSoft functionality.
- Staffed resources to test and implement PeopleSoft 7.5 upgrade.
- Developed business plan for implementation of a procurement card system.

2001 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.
- Provide technical assistance for Municipal-wide "roll-out" of Purchasing Applications on PeopleSoft version 7.5.
- Refine business activities/processes to better utilize PeopleSoft functionality.
- Develop workflow system capabilities within PeopleSoft for increased efficiency.
- "Roll-out" pilot procurement card system at AWWU.
- Prepare Municipal wide "roll-out" and on-going administration of the procurement card system.

2001 PROGRAM PLAN

DEPARTMENT: PURCHASING

DIVISION: PURCHASING SERVICES

PROGRAM: Procurement and Contracting Services

RESOURCES:

	1999 REVISED			2000 REVISED			2001 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	15	0	0	15	0	0	14	0	0
PERSONAL SERVICES	\$	983,920		\$	980,140		\$	863,050	
SUPPLIES		14,400			14,400			14,400	
OTHER SERVICES		70,720			70,720			74,410	
CAPITAL OUTLAY		6,000			6,000			2,500	
TOTAL DIRECT COST:	\$	1,075,040		\$	1,071,260		\$	954,360	
PROGRAM REVENUES:	\$	67,000		\$	67,000		\$	67,000	

WORK MEASURES:

- Construction contracts	86	90	75
- Formal bids	143	155	90
- Request for Proposals	53	75	38
- Request for Quotes	418	400	550
- Purchase Orders issued (includes Change Orders and Releases)	7,292	7,300	4,000

4 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 2, 3, 4

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MUNICIPALITY OF ANCHORAGE
2001 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
6 of the MOA as required by Title 7 of the
AMC. This service level doesn't include:
- Small purchasing services (less than
\$2,500).
- PeopleSoft functional support at the
Departmental level.
- Includes revisions to the competitive
limits and approvals of Title 7.

IGC SUPPORT
PROGRAM REVENUES 67,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
11	0	0	738,280	14,400	74,300	0	2,500	829,480

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

CR 2 This SL provides direct PeopleSoft
OF functional support, daily process edits,
6 and technical operational support in
managing the purchasing module of the
PeopleSoft application.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	40,020	0	0	0	0	40,020

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

CR 3 This SL provides support staff to the
OF buyers performing purchasing and
6 contracting services on an MOA-wide
basis.

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	27,360	0	0	0	0	27,360

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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
2001 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4	1912-PURCHASING SERVICES	CO	6	This position provides purchasing support services required during the transition to the new credit card program and business processes associated with the anticipated revisions to Title 7.
	0079-Procurement and Contracti		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	57,390	0	110	0	0	57,500

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
14	0	0	863,050	14,400	74,410	0	2,500	954,360

----- DEPARTMENT OF PURCHASING

FUNDING LINE

954,360

5	1912-PURCHASING SERVICES	CR	4	This SL provides for continuation of support staff personnel and PeopleSoft functional support for the Purchasing module. This SL is supplementary to SL2 and SL3 to provide continued resources for the full year.
	0079-Procurement and Contracti		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	

IGC SUPPORT

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	60,420	0	0	0	0	60,420

6	1912-PURCHASING SERVICES	CR	5	This SL provides direct resources to perform purchasing and contracting services on a Municipal-wide basis. This SL requires: - implementation of a Procurement Card Program at a minimum transaction value of \$2,500. - Revisions to the competitive limits and approvals of Title 7.
	0079-Procurement and Contracti		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		6	

IGC SUPPORT

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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
 2001 DEPARTMENT RANKING

DEPT: 19 -PURCHASING
 DEPT BUDGET UNIT/
 RANK PROGRAM

SL SVC
 CODE LVL

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	57,430	0	0	0	0	57,430

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	980,900	14,400	74,410	0	2,500	1,072,210