

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	\$ 896,860
Program Revenues	\$ 67,000	\$ 67,000
Personnel	15 FT	13 PT

2001 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	2000 REVISED	2001 BUDGET	2000 REVISED		2001 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	1,071,260	896,860	15			13
OPERATING COST	1,071,260	896,860	15			13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	1,071,260	896,860				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	320,570	284,930				
TOTAL DEPARTMENT COST	1,391,830	1,181,790				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,324,180	1,114,230				
FUNCTION COST	67,650	67,560				
LESS PROGRAM REVENUES	67,000	67,000				
NET PROGRAM COST	650	560				

2001 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	820,410	14,400	74,300	2,500	911,610
DEPT. TOTAL WITHOUT DEBT SERVICE	820,410	14,400	74,300	2,500	911,610
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	805,660	14,400	74,300	2,500	896,860

RECONCILIATION FROM 2000 REVISED BUDGET TO 2001 PROPOSED BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		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 substantially reduce current centralized order and payment processing, and distribute small purchasing responsibility to the Municipal departments	(114,820)	(2)		
- Revisions to Municipal Code, Title 7, will decrease resource requirements, provide a pathway for e-commerce, and streamline Assembly reporting requirements	(60,420)			
2001 PROPOSED BUDGET:	\$ 896,860	13	0	0

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 P R O G R A M P L A N

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	13	0	0
PERSONAL SERVICES	\$	983,920		\$	980,140		\$	805,660	
SUPPLIES		14,400			14,400			14,400	
OTHER SERVICES		70,720			70,720			74,300	
CAPITAL OUTLAY		6,000			6,000			2,500	
TOTAL DIRECT COST:	\$	1,075,040		\$	1,071,260		\$	896,860	
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

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

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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

1	1912-PURCHASING SERVICES	CB	1	Provide for procurement of construction,
	0079-Procurement and Contracti		OF	supplies, and services for all agencies
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	of the MOA as required by Title 7 of the
				AMC. This service level doesn't include:
	IGC SUPPORT			- Small purchasing services (less than
	PROGRAM REVENUES			\$2,500).
	67,000			- PeopleSoft functional support at the
				Departmental level.
				- Includes revisions to the competitive
				limits and approvals of Title 7.

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	CR	2	This SL provides direct PeopleSoft
	0079-Procurement and Contracti		OF	functional support, daily process edits,
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	and technical operational support in
				managing the purchasing module of the
	IGC SUPPORT			PeopleSoft application.

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	CR	3	This SL provides support staff to the
	0079-Procurement and Contracti		OF	buyers performing purchasing and
	SOURCE OF FUNDS, THIS SVC LEVEL:		5	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

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
13	0	0	805,660	14,400	74,300	0	2,500	896,860

----- DEPARTMENT OF PURCHASING FUNDING LINE -----
 896,860

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

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

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	114,820	0	0	0	0	114,820

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	74,300	0	2,500	1,072,100