

Purchasing



Chief Fiscal Officer

Purchasing

Purchasing

Description

The Purchasing Department is the office responsible for the acquisition of supplies, services, and construction supporting the operations of the Municipality. The Department is the entity within the Municipality authorized to issue Invitations to Bid and Requests for Proposals. The Department issues purchase orders, and contracts to acquire supplies and services. The Department also disposes of all municipal surplus property and equipment.

The Purchasing Department is conscious of its responsibility and accountability in the expenditure of public funds. Therefore, the Purchasing Department maintains a competitive bidding process in accordance with Federal and State laws, regulations, and Municipal ordinances. It is the Purchasing Department's policy to encourage the participation of qualified vendors in the bidding process, emphasizing opportunities for small businesses and disadvantaged and women owned businesses. Preference may be given to local bidders when not prohibited by the funding source.

Projects and requirements for the Municipality vary widely and as a result, rely heavily upon the local business and contractor community to meet its needs. We encourage the local contractor community to participate in the various solicitation processes offered. A local bidder's preference is applied for these local businesses & contractors residing within the corporate boundaries of the Municipality. The use of minority and women owned businesses is encouraged, and participation goals for sub-contracting may be required depending on the source of funding.

Department Goals that Contribute to Achieving the Mayor's Mission:



Administration – Make city government more efficient, accessible, transparent, and responsive

- Provide departments with the knowledge needed to successfully procure items/services at the best value for the City 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 training to departments on the purchasing processes.
- Continue to work with and explore alternative procurement methods when contracting situations would benefit from their use.

Purchasing Department Summary

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Division				
Purchasing	1,950,142	1,922,134	2,143,125	11.50%
Direct Cost Total	1,950,142	1,922,134	2,143,125	11.50%
Intragovernmental Charges				
Charges by/to Other Departments	(1,229,360)	(1,446,634)	(1,667,625)	15.28%
Program Generated Revenue	(720,782)	(475,500)	(475,500)	-
Function Cost Total	-	-	-	-
Net Cost Total	-	-	-	-
Direct Cost by Category				
Salaries and Benefits	1,678,989	1,780,567	2,001,558	12.41%
Supplies	22,538	5,964	5,964	-
Travel	2,684	-	-	-
Contractual/Other Services	245,930	135,603	135,603	-
Debt Service	-	-	-	-
Direct Cost Total	1,950,142	1,922,134	2,143,125	11.50%
Position Summary as Budgeted				
Full-Time	15	15	15	-
Part-Time	-	-	-	-
Position Total	15	15	15	-

Purchasing

Reconciliation from 2020 Revised Budget to 2021 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2020 Revised Budget	1,922,134	15	-	-
2020 One-Time Requirements				
- Reverse 2020 1Q one-time reduction to keep Senior Administrative Officer vacant full year	131,845	-	-	-
- Reverse 2020 1Q one-time reduction to keep Deputy Officer vacant half year	75,500	-	-	-
Changes in Existing Programs/Funding for 2021				
- Salaries and benefits adjustments	22,948	-	-	-
2021 Continuation Level	2,152,427	15	-	-
2021 Proposed Budget Changes				
- Executive salaries to stay flat from 2020	(1,936)	-	-	-
- Non-Represented pay scales to stay flat from 2020	(7,366)	-	-	-
2021 Approved Budget	2,143,125	15	-	-

Purchasing Division Summary Purchasing

(Fund Center # 138100, 138179)

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
Salaries and Benefits	1,678,989	1,780,567	2,001,558	12.41%
Supplies	22,538	5,964	5,964	-
Travel	2,684	-	-	-
Contractual/Other Services	245,930	135,603	135,603	-
Manageable Direct Cost Total	1,950,142	1,922,134	2,143,125	11.50%
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,950,142	1,922,134	2,143,125	-
Intragovernmental Charges				
Charges by/to Other Departments	(1,229,360)	(1,446,634)	(1,667,625)	15.28%
Function Cost Total	720,782	475,500	475,500	-
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	720,782	475,500	475,500	-
Program Generated Revenue Total	720,782	475,500	475,500	-
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	15	15	15	-
Position Total	15	15	15	-

Purchasing Division Detail

Purchasing

(Fund Center # 138100, 138179)

	2019 Actuals	2020 Revised	2021 Approved	21 v 20 % Chg
Direct Cost by Category				
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Contractual/Other Services	245,930	135,603	135,603	-
Manageable Direct Cost Total	1,950,142	1,922,134	2,143,125	11.50%
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,950,142	1,922,134	2,143,125	11.50%
Intragovernmental Charges				
Charges by/to Other Departments	(1,229,360)	(1,446,634)	(1,667,625)	15.28%
Program Generated Revenue				
406625 - Reimbursed Cost-NonGrant Funded	363,916	265,000	265,000	-
408380 - Prior Year Expense Recovery	41,011	-	-	-
408570 - Sale of Contractor Specifications	-	500	500	-
408580 - Miscellaneous Revenues	315,855	210,000	210,000	-
Program Generated Revenue Total	720,782	475,500	475,500	-
Net Cost				
Direct Cost Total	1,950,142	1,922,134	2,143,125	11.50%
Charges by/to Other Departments Total	(1,229,360)	(1,446,634)	(1,667,625)	15.28%
Program Generated Revenue Total	(720,782)	(475,500)	(475,500)	-
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2019 Revised		2020 Revised		2021 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Coordinator	1	-	1	-	1	-
Administrative Officer	3	-	3	-	3	-
Deputy Officer	2	-	2	-	2	-
Junior Administrative Officer	2	-	2	-	2	-
Principal Admin Officer	2	-	2	-	2	-
Purchasing Director	1	-	1	-	1	-
Senior Administrative Officer	3	-	3	-	3	-
Senior Office Associate	1	-	1	-	1	-
Position Detail as Budgeted Total	15	-	15	-	15	-

Anchorage: Performance. Value. Results

Purchasing

Anchorage: Performance. Value. Results.

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 City 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.
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- Continue to work with and explore alternative procurement methods when contracting situations would benefit from their use.

Performance Measures

Progress in achieving goals will be measured by:

Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks:
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2017 -- .1%
2018 -- .1%
2019 -- .2%
2020 -- .1%

Benchmark: Below 1%

Measure #2: Number of formal protests sent to Bidding Review Board (BRB)

2017 -- 0
2018 -- 1 Asplund Waste Water Treatment Facility Improvements
2019 -- 0
2020 -- 0

Goal: 0

Measure #3: Expenditures in the local area

2017 – 65% (this remains artificially low due to the ML&P power plant contract and other specialized contracts not available from in state sources. Without these actions, the instate % is 68%)

2018 – 40% - We have changed our measures from reflecting all of Alaska to just reflect Anchorage, of the \$258 Million spent, 40% was in Anchorage.

2019 – 40% of \$208 Million, exclusive of P-cards

2020 – 40% of \$152 Million, exclusive of P-cards

No formal Goal but matter of local interest

PVR Measure WC: Managing Workers' Compensation Claims
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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.

