

Purchasing & Contracting



Department Description

The Purchasing & Contracting Department is responsible for the City's centralized procurement and materials management functions to ensure the availability of materials, supplies, equipment, and services to meet the City's operational needs. The Department manages the awarding of contracts for professional and general services that are necessary to support the City's operational and administrative functions. Procurement professionals carry on the daily operational contracting needs of the organization, maintain the warehousing of essential materials, support mail center operations, and administer internal service level agreements.

The Department's mission is:

To support the achievement of the City's Strategic Plan goals and objectives by providing superior services and support to City departments and customers for the centralized acquisition of services and supplies

Goals and Objectives

The following goals and objectives represent the action plan for the Department:

Goal 1: Procure high quality products and services for the best value, promoting fiscally-sound, efficient City government

Provide the highest quality products and services at the best value to meet the various operational needs of the City. The Department continues to move toward accomplishing this goal by focusing on the following objectives:

- Standardize department operations
- Streamline procurement measures
- Implement strategic sourcing
- Improve vendor performance measurement
- Support of diversity and local businesses

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Goal 2: Effectively manage contracts and related data, promoting fiscally-sound, efficient City government

Having well-managed contracts, agreements, and supporting documents aid in the effective operation of the Department and the City as a whole. This will result in more efficient and timely receipt of goods and professional services. The Department moves toward accomplishing this goal by focusing on the following objectives:

- Implement integrated technical solutions for comprehensive contract management
- Provide customers with increased outreach on bid opportunities
- Improve staff contract administration training
- Streamline internal customer complaint notification process
- Resolve contractor issues in a timely manner

Goal 3: Provide excellent customer service

Ensuring that customers are provided excellent service is paramount to the organization. The Department will work to ensure that it is able to deliver accurate and timely customer service to enable City employees to perform their jobs more effectively. The Department moves toward accomplishing this goal by focusing on the following objectives:

- Improve guidance and resources available for internal and external customers
- Provide basic customer service training for Department staff
- Enhance departmental teamwork
- Solicit customer feedback and use it to improve service delivery

Goal 4: Pursue workforce learning to ensure critical, high quality skill sets, and a responsive and innovative workforce

Developing and retaining a trained and skilled workforce is essential to the success of the Department. Ensuring that its employees are adequately trained, continuing to pursue professional development/education, and taking advantage of development opportunities, helps create a high performing organization that operates more efficiently and effectively. The Department moves toward accomplishing this goal by focusing on the following objectives:

- Participate in professional organizations and regional contracting efforts
- Support professional development and training
- Implement team rotations and cross-training

Goal 5: Promote highest ethical standard and behavior among employees to promote public trust and confidence in City government

The Department moves toward accomplishing this goal by focusing on the following objectives:

- Offer training to management and staff on ethical standards
- Management review of standards and ethical practices with staff on a regular basis
- Provide training on ethic standards set by National Institute of Governmental Purchasing (NIGP), National Association of Purchasing Managers (NAPM), and/or National Contract Management Association (NCMA)

Service Efforts and Accomplishments

- This past fiscal year, the Architectural and Engineering (A&E) section awarded 128 contracts and amendments
- The Contracting section awarded 101 contracts this past calendar year and advertised for 337
- Purchasing & Contracting received the Achievement in Excellence in Procurement award for Fiscal Year 2011 from the National Purchasing Institute

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Key Performance Indicators

Performance Measure	Actual FY2010	Actual FY2011
1. Average time from bid opening to construction contract award	90 days	90 days
2. Average time from proposal receipt to vendor selection/ contract award	120 days	120 days
3. Percent of customer survey above '3' scale (out of 5)	89.0%	87.2%
4. Average time to establish purchase order	15.79 days	14.88 days
5. Percent of staff attending citywide training on ethics and general citywide codes of conduct	100%	100%
6. Cost savings/cost avoidance achieved via strategic purchase processes	\$945,000	\$259,751



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Department Summary

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Positions	60.00	62.39	2.39
Personnel Expenditures	\$ 4,666,659	\$ 5,269,946	\$ 603,287
Non-Personnel Expenditures	22,858,839	23,801,122	942,283
Total Department Expenditures	\$ 27,525,498	\$ 29,071,068	\$ 1,545,570
Total Department Revenue	\$ 24,566,971	\$ 24,946,510	\$ 379,539

General Fund

Department Expenditures

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Purchasing & Contracting	\$ 3,665,027	\$ 5,018,108	\$ 1,353,081
Total	\$ 3,665,027	\$ 5,018,108	\$ 1,353,081

Department Personnel

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Purchasing & Contracting	37.00	39.39	2.39
Total	37.00	39.39	2.39

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Supplier Relationship Management (SRM) Contract/ Vendor Registration	0.00	\$ 900,000	\$ -
Adjustment reflects the one-time addition of expenditures to support a transfer to the Capital Improvements Program (CIP) for the automated contractor/vendor registration phase of the SRM module.			
Equipment/Support for Information Technology	0.00	174,075	-
Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
IT Sourcing Strategy Restructure	1.00	87,177	-
Addition of 0.33 Senior Procurement Specialist and 0.67 Procurement Specialist as a result of the IT Sourcing Strategy Restructure.			
Hourly Personnel Funding	1.39	65,908	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			
Non-Discretionary Adjustment	0.00	64,342	-
Total expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Reduction in Overtime	0.00	(1,172)	-
Reduction of overtime expenditures.			

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Reduction of Non-Personnel Expenditures	0.00	(8,595)	-
Reduction of miscellaneous non-personnel expenditures. The department's ability to handle daily operations will be affected as office supplies will be kept to a minimum, memberships to professional organizations will be curtailed, and training opportunities for employees will be reduced.			
Reduction in Supplies and Contracts	0.00	(15,375)	-
Additional reduction of supplies and contracts expenditures after a review of prior year spending trends.			
Reduction in Travel and Training	0.00	(19,439)	-
Reduction of travel and training expenditures.			
Revised Revenue	0.00	-	187,050
Adjustment to reflect Fiscal Year 2012 revenue projections.			
Total	2.39	\$ 1,246,921	\$ 187,050

Expenditures by Category

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
PERSONNEL			
Salaries and Wages	\$ 1,930,484	\$ 2,249,733	\$ 319,249
Fringe Benefits	1,347,981	1,455,180	107,199
PERSONNEL SUBTOTAL	\$ 3,278,465	\$ 3,704,913	\$ 426,448
NON-PERSONNEL			
Supplies	\$ 51,399	\$ 50,364	\$ (1,035)
Contracts	144,277	147,995	3,718
Information Technology	159,215	174,075	14,860
Energy and Utilities	5,371	3,720	(1,651)
Other	26,300	937,041	910,741
NON-PERSONNEL SUBTOTAL	\$ 386,562	\$ 1,313,195	\$ 926,633
Total	\$ 3,665,027	\$ 5,018,108	\$ 1,353,081

Revenues by Category

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
Charges for Current Services	\$ 636,500	\$ 823,550	\$ 187,050
Other Revenue	70,000	70,000	-
Total	\$ 706,500	\$ 893,550	\$ 187,050

Personnel Expenditures

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Adopted	Salary Range	Total
Salaries and Wages						
20000012	1105	Administrative Aide 1	2.00	2.00	\$36,962 - \$44,533	\$ 81,040
20000024	1107	Administrative Aide 2	2.00	2.00	42,578 - 51,334	99,963
20000071	1153A	Assistant Engineer-Civil	1.00	2.00	57,866 - 69,722	129,673
20000145	1221B	Associate Engineer-Civil	2.00	2.00	66,622 - 80,454	80,857
20000119	1218	Associate Management Analyst	5.00	4.00	54,059 - 65,333	193,558
20000539	1535	Clerical Assistant 2	1.00	1.00	29,931 - 36,067	34,482

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Personnel Expenditures (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Adopted	Salary Range	Total
20000545	1536	Contracts Processing Clerk	3.00	3.00	32,968 - 39,811	117,642
20001101	2132	Department Director	1.00	1.00	59,155 - 224,099	139,678
20000924	1876	Executive Secretary	1.00	1.00	43,555 - 52,666	52,929
20000293	1349	Information Systems Analyst 3	1.00	1.00	59,363 - 71,760	71,760
20000680	1648	Payroll Specialist 2	1.00	1.00	34,611 - 41,787	41,996
20000791	1783	Principal Procurement Specialist	2.00	2.00	59,363 - 71,864	142,290
20000227	1282	Procurement Specialist	7.00	7.67	49,109 - 59,488	440,252
20001222	2270	Program Manager	1.00	1.00	46,966 - 172,744	109,855
90000783	1776	Public Information Clerk - Hourly	0.00	1.00	31,491 - 37,918	31,491
20000890	1855E	Senior Civil Engineer	2.00	2.00	76,794 - 92,851	169,628
90000890	1855E	Senior Civil Engineer - Hourly	0.00	0.39	76,794 - 92,851	29,949
20000927	1879	Senior Clerk/Typist	1.00	1.00	36,067 - 43,514	43,731
20000015	1106	Senior Management Analyst	1.00	1.00	59,363 - 71,760	69,966
20000879	1850	Senior Procurement Specialist	1.00	1.33	53,955 - 65,270	83,581
20000756	1746	Word Processing Operator	2.00	2.00	31,491 - 37,918	76,216
		Bilingual - Regular				4,368
		Overtime Budgeted				4,828
Salaries and Wages Subtotal			37.00	39.39		\$ 2,249,733

Fringe Benefits

Employee Offset Savings	\$	28,355
Flexible Benefits		231,169
Long-Term Disability		13,126
Medicare		30,755
Other Post-Employment Benefits		217,755
Retirement ARC		768,587
Retirement DROP		3,642
Retirement Offset Contribution		7,430
Risk Management Administration		36,112
Supplemental Pension Savings Plan		82,736
Unemployment Insurance		8,340
Workers' Compensation		27,173
Fringe Benefits Subtotal	\$	1,455,180
Total Personnel Expenditures	\$	3,704,913

Central Stores Fund

Department Expenditures

	FY2011 Budget	FY2012 Adopted	FY2011-2012 Change
Central Stores	\$ 23,843,662	\$ 24,036,151	\$ 192,489
Purchasing & Contracting	16,809	16,809	-
Total	\$ 23,860,471	\$ 24,052,960	\$ 192,489

Purchasing & Contracting

Department Personnel

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Central Stores	23.00	23.00	0.00
Total	23.00	23.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment Total expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	\$ 416,294	\$ -
Equipment/Support for Information Technology Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	62,363	-
Publishing Services Managed Competition Savings Adjustment to reflect savings to Publishing Services client departments realized by the Managed Competition winning bid.	0.00	(129,690)	-
Revised Revenue Adjustment to reflect Fiscal Year 2012 revenue projections.	0.00	-	192,489
Total	0.00	\$ 348,967	\$ 192,489

Expenditures by Category

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
PERSONNEL			
Salaries and Wages	\$ 760,903	\$ 885,344	\$ 124,441
Fringe Benefits	627,291	679,689	52,398
PERSONNEL SUBTOTAL	\$ 1,388,194	\$ 1,565,033	\$ 176,839
NON-PERSONNEL			
Supplies	\$ 22,071,391	\$ 21,943,701	\$ (127,690)
Contracts	257,111	377,065	119,954
Information Technology	50,022	62,363	12,341
Energy and Utilities	85,555	87,643	2,088
Other	8,198	17,155	8,957
NON-PERSONNEL SUBTOTAL	\$ 22,472,277	\$ 22,487,927	\$ 15,650
Total	\$ 23,860,471	\$ 24,052,960	\$ 192,489

Revenues by Category

	FY2011 Budget	FY2012 Adopted	FY2011–2012 Change
Charges for Current Services	\$ 23,755,471	\$ 23,947,960	\$ 192,489
Other Revenue	105,000	105,000	-
Total	\$ 23,860,471	\$ 24,052,960	\$ 192,489

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Personnel Expenditures

Job Number	Job Class	Job Title / Wages	FY2011 Budget	FY2012 Adopted	Salary Range	Total
Salaries and Wages						
20000011	1104	Account Clerk	2.00	3.00	\$31,491 - \$37,918	\$ 114,324
20000171	1236	Auto Messenger 1	1.00	0.00	26,208 - 31,491	-
20000110	1194	Auto Messenger 2	6.00	7.00	29,931 - 36,067	253,729
20000539	1535	Clerical Assistant 2	2.00	0.00	29,931 - 36,067	-
20000545	1536	Contracts Processing Clerk	0.00	1.00	32,968 - 39,811	38,816
20000227	1282	Procurement Specialist	1.00	1.00	49,109 - 59,488	50,582
20000927	1879	Senior Clerk/Typist	1.00	1.00	36,067 - 43,514	-
20000950	1899	Stock Clerk	4.00	3.00	30,056 - 36,275	109,368
20000951	1899A	Stock Clerk	1.00	1.00	30,056 - 36,275	36,456
20000955	1902	Storekeeper 1	1.00	3.00	34,611 - 41,517	116,352
20000956	1903	Storekeeper 2	2.00	1.00	37,835 - 45,718	45,947
20000953	1901	Storekeeper 3	1.00	1.00	39,811 - 47,882	46,685
20000538	1533	Stores Operations Supervisor	1.00	1.00	45,573 - 55,078	55,353
		Bilingual - Regular				1,456
		Overtime Budgeted				16,276
Salaries and Wages Subtotal			23.00	23.00		\$ 885,344
Fringe Benefits						
		Employee Offset Savings				\$ 8,653
		Flexible Benefits				133,650
		Long-Term Disability				4,935
		Medicare				11,143
		Other Post-Employment Benefits				132,902
		Retirement ARC				308,418
		Retirement DROP				1,100
		Retirement Offset Contribution				3,458
		Risk Management Administration				22,066
		Supplemental Pension Savings Plan				27,132
		Unemployment Insurance				3,288
		Workers' Compensation				22,944
Fringe Benefits Subtotal						\$ 679,689
Total Personnel Expenditures						\$ 1,565,033

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Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2011 Budget*	FY2012 Adopted
BEGINNING BALANCE AND RESERVES		
Balance from Prior Year	\$ 28,589	\$ (6,340,611)
TOTAL BALANCE AND RESERVES	\$ 28,589	\$ (6,340,611)
REVENUE		
Interoffice Mail Delivery	\$ 371,319	\$ 371,319
Reimbursed Material	21,841,382	22,017,593
Reimbursed Material Surcharge	1,462,856	1,479,134
Reimbursement Between Funds	79,914	79,914
Surplus Property Sales	30,000	30,000
Surplus Property Sales Surcharge	75,000	75,000
TOTAL REVENUE	\$ 23,860,471	\$ 24,052,960
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 23,889,060	\$ 17,712,349
OPERATING EXPENSE		
Inventory Purchases	\$ 22,041,906	\$ 21,912,216
Personnel and Non-Personnel Expense	1,818,565	2,140,744
TOTAL OPERATING EXPENSE	\$ 23,860,471	\$ 24,052,960
TOTAL EXPENSE	\$ 23,860,471	\$ 24,052,960
BALANCE	\$ 28,589	\$ (6,340,611)
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 23,889,060	\$ 17,712,349

* At the time of publication, audited financial statements for Fiscal Years 2010 and 2011 were not available. Therefore, the Fiscal Year 2011 column reflects final budget amounts from the Fiscal Year 2011 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.