

City of Stamford PURCHASING DEPARTMENT

FY 2018-19 Budget Presentation





Department Mission

The Purchasing Department strives to **procure the highest quality of goods and services** for all City departments and capital purchases for the Board of Education on a **timely basis at the lowest possible price**. The department is committed to procurement through **best practices and a strong code of ethics**.



Purchasing Department

Program (s)	Services Provided
Critical & Mandated Programs Services	<ul style="list-style-type: none">• Procure goods and services for all City departments, including capital purchasing for the Board of Education.• Ensure compliance with the City's Purchasing Ordinance and Federal and State procurement regulations.



Purchasing Department

Program (s)	Services Provided
Basic Services Quality of Life Programs	<ul style="list-style-type: none">• Draft bid and RFP specifications and related documents to issue procurements• Administer RFP Selection Committee process• Review department requisitions for compliance with the Purchasing Ordinance; authorize and issue purchase orders• Award vendor contracts• Maintain a Citywide contracts and vendor database• Process vendor additions and/or revisions for the City and the BOE• Prepare and submit reports as required by the Purchasing Ordinance



Purchasing Department

Current Full Time Staff

- Purchasing Agent – Erik Larson
- Buyer – Barbara Gayle
- Contract Compliance Officer – Natasha Townsend



Purchasing Department

Significant accomplishments made during the last 5 years:

- Introduced an online system for managing the bid/RFQ/RFP process
 - eBid
- Modified the Access-based Contracts Database
 - Improved the accuracy of the quarterly and biannual report of contracts to City and elected officials.
 - Streamlined the contract renewal/expiration notification process.



Purchasing Department (2017-18 Highlights)

- Began the process of reviewing all department forms and bid/RFQ/RFP documents
- Identifying opportunities to use existing technology to enhance process such as:
 - Converting forms to fillable PDFs, using tools such as SeamlessDocs
- Managed retirement of Purchasing Agent and onboarding of new Purchasing Agent (August 2017)
- Oversaw the re-bid process for the Rogers Inter-District Magnet School Extension at 200 Strawberry Hill Ave., ensuring compliance with State CHRO mandates for one of the largest capital projects undertaken by the City.



Key Performance Indicators (KPI) Performance Metrics

Purchasing Department – Trends					
	2012-13	2013-14	2014-15	2015-16	2016-17
Purchase orders generated *	4,335	4,309	4,343	4,363	4,133
Purchase order amount	\$85,793,331	\$85,839,277	\$90,951,097	\$92,215,066	\$127,372,344
Competitive bids	84	49	40	44	56
Competitive proposals	127	112	56	24	14
Contracts/amendments based on CT State contracts; miscellaneous & cooperatives	203	174	102	170	109
General Service Administration (GSA) contracts	18	26	4	23	9
Contracts extended	3	9	14	28	101
Bid waivers processed	234	107	156	146	161
Vendor forms processed					2,700
* POs generated does not include requests to increase/decrease/cancel.					



Department Management

Key Program/Department Challenges (exclude the impact of staffing)

- Improve bid to contract process
- Increase transparency / communication with internal and external customers

Budget Scenarios

In the event of significant budget reductions describe the impact the reduction would have?

- Turnaround time on purchase orders, vendor forms, etc. would be increased;
- Bids, RFPs and contracts would not be issued in a timely manner thus slowing down the pace of capital projects and all City activity

If additional funding could be realized how would department services be expanded or enriched?

- Provide training for staff
- Increase hours for the Procurement Clerk – thereby decreasing the time to process contracts; allow senior staff to focus on strategic opportunities



2018-2019 Purchasing Department Goals

- Propose revisions to the Purchasing Ordinance
- Complete review of Purchasing Department forms and standard bid documents
- Issue an RFP for procurement software or expand the use of eBid
- Increase the use of cooperative purchasing opportunities