

City of Stamford PURCHASING DEPARTMENT

FY 2019-20 Fiscal Committee 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 Manager – Erik Larson
- Buyer – Kristopher Bottoni
- Contract Compliance Officer – Natasha Townsend



Key Performance Indicators (KPI) Performance Metrics

Purchasing Department – Trends					
	2013-14	2014-15	2015-16	2016-17	2017-18
Purchase orders generated *	4,309	4,343	4,363	4,133	3,683
Purchase order amount	\$85,839,277	\$90,951,097	\$92,215,066	\$127,372,344	\$100,785,700
Competitive bids	49	40	44	56	60
Competitive proposals	112	56	24	14	27
Contracts/amendments based on CT State contracts; miscellaneous & cooperatives	174	102	170	109	71
General Service Administration (GSA) contracts	26	4	23	9	8
Contracts extended	9	14	28	101	30
Bid waivers processed	107	156	146	161	131
Vendor forms processed				2,700	3,100
* 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



This is what is coming

Major changes planned for the department

- Include new or improved services (or processes) the department will provide to citizens or to other City departments or personnel
 - Migrate from eBid to ProcureWare
- Describe what management is doing or could do to reduce department costs or reduce/eliminate services that are no longer critical
 - Evaluate contract management function in ProcureWare;
 - Review and make recommendations for revisions to the Purchasing Ordinance
- What investments, increased spending, or other changes could you make this year that would have a long term positive impact?
 - Purchase scanners for Contract Compliance Officer and Buyer