

Purchasing Department FY 21/22 Budget Summary

Key Changes and Challenges

- Implementation of ERP system anticipated to improve project management and minimize error
 - Clean-up of the H T E vendor master file
- Working to create a standard Purchasing document library to improve the procurement process
- Planning to reduce the frequency of bid cycle
 - Researching how to structure bids to capture savings or allow for uncontrollable commodity price increases
- Continue collaboration with Economic Development to promote diversity, equity and inclusion in procurement

FY 20-21 Highlights

- Collaborated with Grants Office to provide City departments with streamlined checklist of federal procurement regulations
- Provided guidance to operating departments on using COVID-related funding and complying with federal regulations
- Purchasing went 100% online for new formal bids/RFQs/RFPs in 2020
- Reviewing ERP systems for how to tie in Purchasing – looking for efficiencies and how to drive strategic purchasing
- Presented to the CT Procurement Technical Assistance Center (CT PTAC) and Entrepreneurial Center and Women’s Business Center, University of Hartford

Purchasing – Trends					
	2015-16	2016-17	2017-18	2018-19	2019-20
Purchase orders issued*	4,363	4,133	3,683	3,713	3,858
Total Amount	\$92,215,066	\$127,372,344	\$100,785,700	\$137,818,347	\$139,321,243
Competitive bids	44	56	74	87	51
Competitive proposals	24	14	17	34	29
Contracts/amendments based on CT State contracts; miscellaneous & coops	170	109	92	132	115
GSA contracts	23	9	8	8	6
Contracts extended	28	101	115	72	164
Bid waivers processed (COS & WPCA)	146	161	140	132	143

*Does not include requests to increase, decrease or cancel. Numbers restated from prior year reports to reflect only the number of purchase orders issued by the COS Purchasing.