

CITY OF STAMFORD PURCHASING DEPARTMENT

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Purchasing Manager

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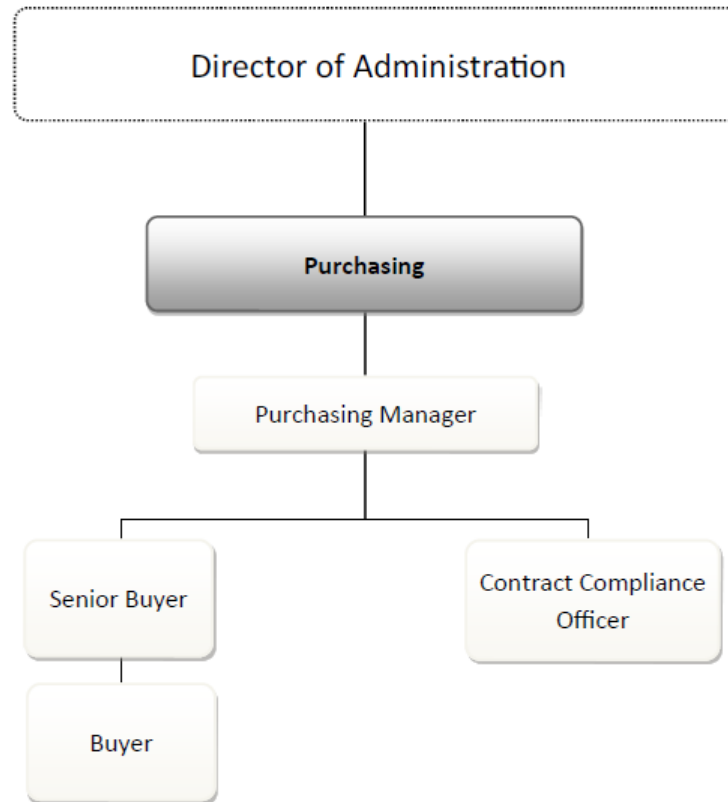
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Board of Representatives

March 13, 2024



City of Stamford
Office of Administration
Purchasing



Summary of the departments function



- 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.
 - Draft bid and RFP specifications and related documents to issue solicitations
 - Administer RFQ/RFP Selection Committee process
 - Review department requisitions for compliance with the Purchasing Ordinance; authorize and issue purchase orders
 - Award supplier contracts
 - Maintain a Citywide contracts and supplier database in Oracle
 - Process supplier additions and/or revisions for the City and the BOE
 - Prepare and submit reports as required by the Purchasing Ordinance

Department Trends



Purchasing – Trends					
	2018-19	2019-20	2020-21	2021-22	2022-23
Purchase orders issued*	3,713	3,858	4,015	4,020	3,541
Total Amount	\$137,818,347	\$139,321,243	\$98,588,043	\$105,221,748	\$110,298,956
Competitive bids	87	51	72	68	65
Competitive proposals	34	29	38	44	33
Contracts/amendments based on CT State contracts; miscellaneous & coops	132	115	100	129	73
GSA contracts	8	6	6	2	1
Contracts extended	72	164	135	160	176
Bid waivers processed (COS & WPCA)	132	143	211	204	146

*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.

Fiscal Year 2024-25



- Significant changes
 - No change in headcount; Buyer position will transition, as planned, to 100% City
 - No capital expense request
- New services
 - Maximize use of i.e. Oracle Next Generation Supplier Registration process
- No abandoned or curtailed services or programs proposed

Fiscal Year 2024-25 continued



- Key challenges
 - Filling the Contract Compliance Officer position
 - Completing the conversion to Oracle
 - Finalize Purchasing reports
 - Determine best use of deliverables in the agreement module
 - Provide Purchasing specific training for Oracle users
 - Managing the increased number of projects with State and Federal funding
 - Issuing solicitations with multiple funding sources

Fiscal Year 2023-24 highlights



- Transition to Oracle
- Issued solicitations for numerous school construction projects
 - Westhill High School
 - Roxbury
- On-going collaboration with the Grants Office on grant funded projects
 - ARP
- Solicitations as of March 2024
 - 52 bids
 - 38 RFQ/RFP
 - With one quarter to go on track for a record year!