
Purchasing

Anchorage: Performance. Value. Results.

Mission

Responsible for the acquisition of supplies, services, and construction supporting the operations of the Municipality.

Accomplishment Goals

- Provide departments with the knowledge needed to successfully procure items/services at the best value for the Municipality with minimal difficulty (standardize and streamline processes).
- Ensure that procurements are made in compliance with all laws and policies.
- Provide contract administration training to departments.
- Provide education to departments on the purchasing processes which will increase efficiency and accuracy.
- Expand use of Purchasing Credit card to achieve efficiency.
- Increase local vender participation and solicitations.

Performance Measures

Progress in achieving goals will be measured by:

Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks.
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2020 – 0.7%
2021 – 0.5%
2022 – 0.4%
2023 – 0.4%
2024 Q4 – 2.2%

	Amount	Value
Purchase Orders	932	\$41,154,823.92
Change Orders	542	\$13,788,116.61
Total	1,474	\$54,942,940.53

Benchmark: Below 1.0%

Measure #2: Number of formal protests sent to Bidding Review Board (BRB).
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2020 – 0
2021 – 1 2021B073 Glenn Alps Snow Removal
2022 – 0
2023 – 0
2024 – 0

Goal: 0

Notes: 2021B073 Glenn Alps Snow Removal – Purchasing addressed the issues and worked with M&O to re-solicit this requirement. Per Anchorage Municipal Code, Section 7.20.040.A.3, the MOA cancelled ITB 2021B073 as being in the best interest of the Municipality.

Measure #3: Number of trainings offered to MOA employees.

2024 In-person Trainings

Q4 Shopping cart (0)

Q4 P-Card (33)

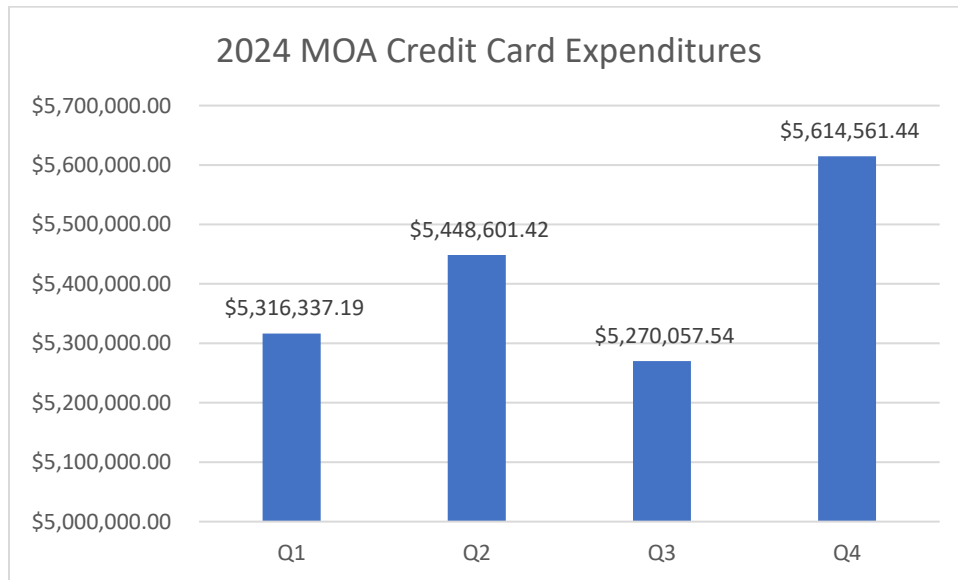
Purchasing Credit Card Data – Q3		
	# of CC	% trained
Participants	418	
New Users	22	100%
Renewals	11	100%

Goal: 1 Shopping Cart training per quarter; 1:1 training for all new P-card users; and 100% of P-card renewal training.

Measure #4: Number of MOA credit card transactions and split transactions.

Purchasing Credit Card Data	
# of 2024 Audit Findings	4
Current Estimated Value of Annual Rebate (May 2024 – April 2025)	\$224,396.20

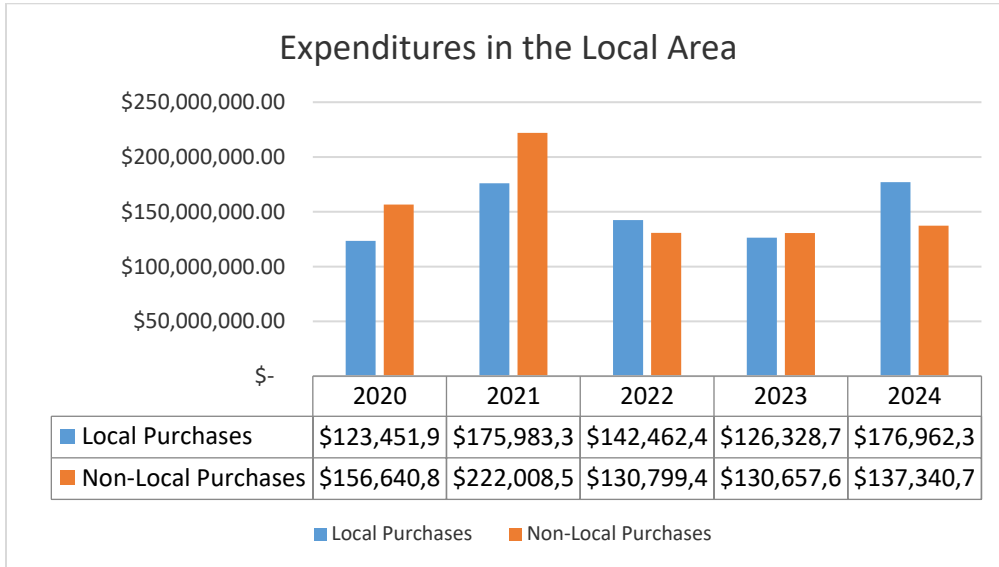
2024	# of Split Transactions
Q4	0



Measure #5: Expenditures in the local area.

2020 – 44% of \$280 Million
 2021 – 44% of \$398 Million
 2022 – 52% of \$273 Million
 2023 – 47% of \$257 Million
 2024 – 56% of \$314 Million

Goal: 50% of purchases to be Local.



Measure WC: Managing Workers' Compensation Claims

Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices, we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.

