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:

Performance Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks.

2020 – 0.7%
2021 – 0.5%
2022 – 0.4%
2023 – 0.4%
2024 Q3 – 1.2%

	Amount	Value
Purchase Orders	1004	$90,766,804.45
Change Orders	542	$2,191,965.00
Total	1546	$92,958,769.45

Benchmark: Below 1%

Performance Measure #2: Number of formal protests sent to Bidding Review Board (BRB).

2020 – 0
2021 – 1 2021B073 Glenn Alps Snow Removal
2022 – 0
2023 – 0
2024 Q3 – 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.

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

**2024 In-person Trainings**
Q3 Shopping cart (0)
Q3 P-Card (46)

Purchasing Credit Card Data – Q3		
	# of CC	% trained
Participants	408	
New Users	30	100%
Renewals	16	100%

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

Performance 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)	$284,412.81

2024	# of Split Transactions
Q3	0

MOA Credit Card Expenditures

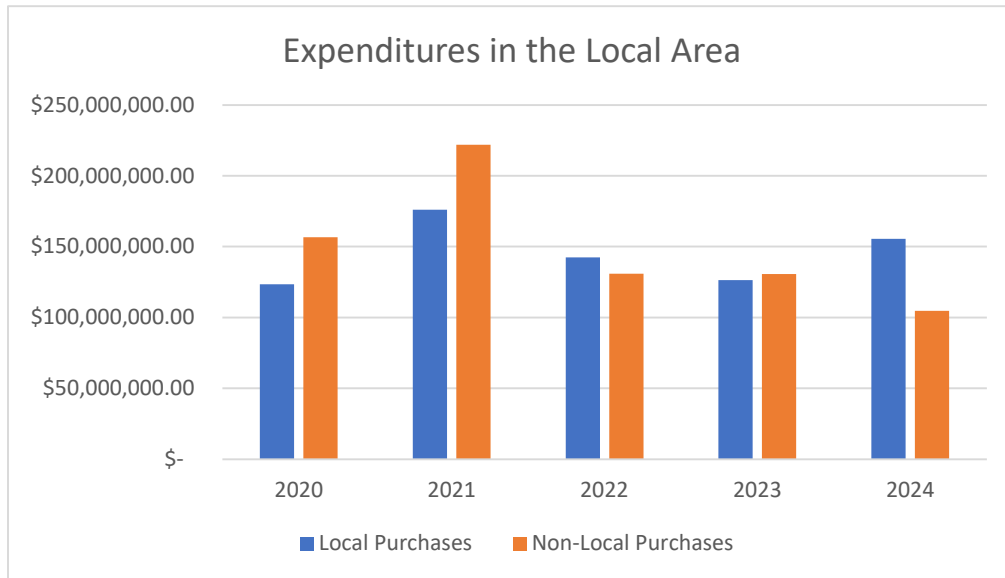| Quarter	Amount
Q1	$5,316,337.19
Q2	$5,448,601.42
Q3	$5,270,057.54
Q4	
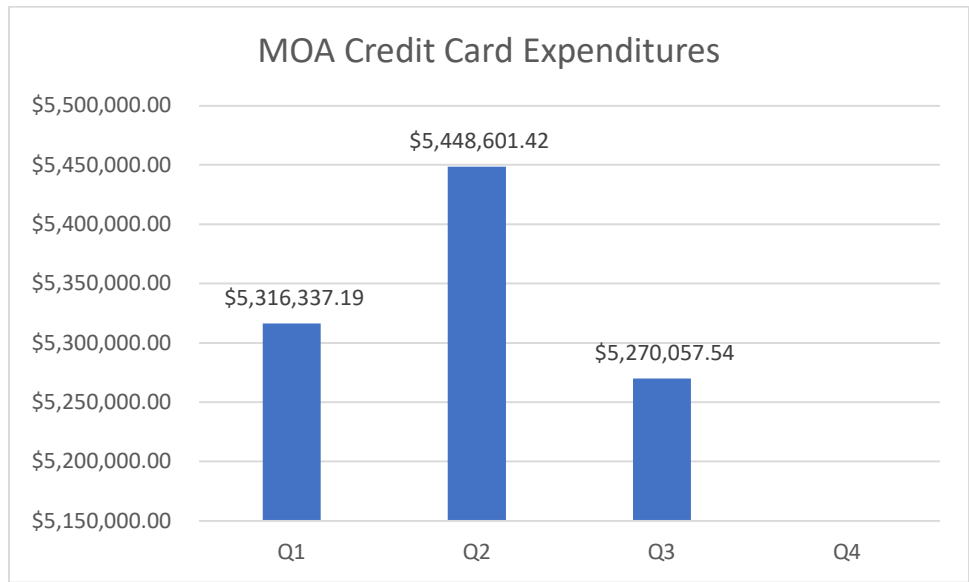
Performance Measure #5: Expenditures in the local area.

2020 – 44% of $285 Million
2021 – 44% of $190 Million
2022 – 52% of $290 Million
2023 – 47% of $286 Million
2024 Q3 – 60% of $260 Million

Goal: 50% of purchases to be Local.

Performance Measure #1: Cost to provide efficient purchasing services as a percent of total MOA purchases and compare to national benchmarks:

Type

Efficiency

Accomplishment Goal Supported

Provides MOA departments with the knowledge needed to standardize and streamline processes, while successfully procuring items/services at the best value for the City with minimal difficulty.

Definition

Reports Purchasing services as a percent of total MOA purchases, in comparison with national benchmarks.

Data Collection Method

SAP report.

Frequency

Reported quarterly and annually, or as needed.

Measured By

The Executive Assistant in Purchasing will measure and compile this data. This information will be stored in the g-drive.

Reporting

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

Used By

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

Performance Measure #2: Number of formal protests sent to Bidding Review Board (BRB)

Type

Effectiveness

Accomplishment Goal Supported

Ensures that procurements are made in compliance with all laws and policies and measures the accuracy and fairness of Purchasing bidding process.

Definition

Reports the number of formal protests sent to the Bidding Review Board.

Data Collection Method

Formal protests are recorded by the Purchasing Department and sent to the Bidding Review Board for formal review, per code.

Frequency

Reported quarterly and annually, or as needed.

Measured By

The Executive Assistant in Purchasing, in collaboration with Department staff, will measure and compile the data. This information will be stored in the g-drive.

Reporting

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

Used By

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

Performance Measure #3: Number of trainings offered to MOA Employees

Type

Effectiveness

Accomplishment Goal Supported

Provide education to departments on the purchasing processes, which will increase efficiency and accuracy.

Definition

Reports the number of Shopping Cart and Purchasing credit card trainings are completed by MOA employees to support the Purchasing goal of 1 per quarter in person training class and 100% of P-card renewals/ new users take online training.

Data Collection Method

Shopping Cart training members are counted in-person and tracked. P-Card training is provided to new MOA employees; renewal trainings are tracked in Excel.

Frequency

Reported quarterly and annually, or as needed.

Measured By

The Executive Assistant in Purchasing, in collaboration with Department staff, will measure and compile the data. This information will be stored in the g-drive.

Reporting

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

Used By

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

Performance Measure #4: # of Purchasing Credit Card transactions and number of split transactions.

Type

Effectiveness

Accomplishment Goal Supported

Expand use of Purchasing Credit card to achieve efficiency and ensure that procurements are made in compliance with all laws and policies.

Definition

Reports the number of Purchasing Credit Card transactions and number of split transactions.

Data Collection Method

The P-Card Administrator runs a query to record which transactions are split, per quarter.

Frequency

Reported quarterly and annually, or as needed.

Measured By

The Executive Assistant in Purchasing, in collaboration with the P-Card Administrator, will measure and compile the data. This information will be stored in the g-drive.

Reporting

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

Used By

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

Performance Measure #5: Expenditures in the local area

Type

Effectiveness

Accomplishment Goal Supported

Increase local vender participation and solicitations.

Definition

Reports the number of expenditures to support the Purchasing goal of 50% of purchases to be Local, if possible.

Data Collection Method

SAP report.

Frequency

Reported quarterly and annually, or as needed.

Measured By

The Executive Assistant in Purchasing will measure and compile this data. This information will be stored in the g-drive.

Reporting

Reports will be written by the Executive Assistant in the Purchasing Department, quarterly and annually, or as needed.

Used By

This information is used by Purchasing staff to evaluate the effectiveness and efficiency of the Department for the acquisition of supplies, services, and construction supporting the operations of the Municipality, and provide information to departments on the purchasing processes.

PVR 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.

Workers' Compensation Claims
Purchasing

Year by Quarter	2020	2021	2022	2023	2024
	$0	$0	$0	$0	$0

Q1 Q2 Q3 Q4