

PURCHASING & CONTRACTING DEPARTMENT

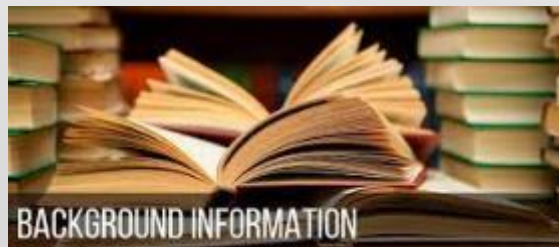


FY2024 Proposed Budget

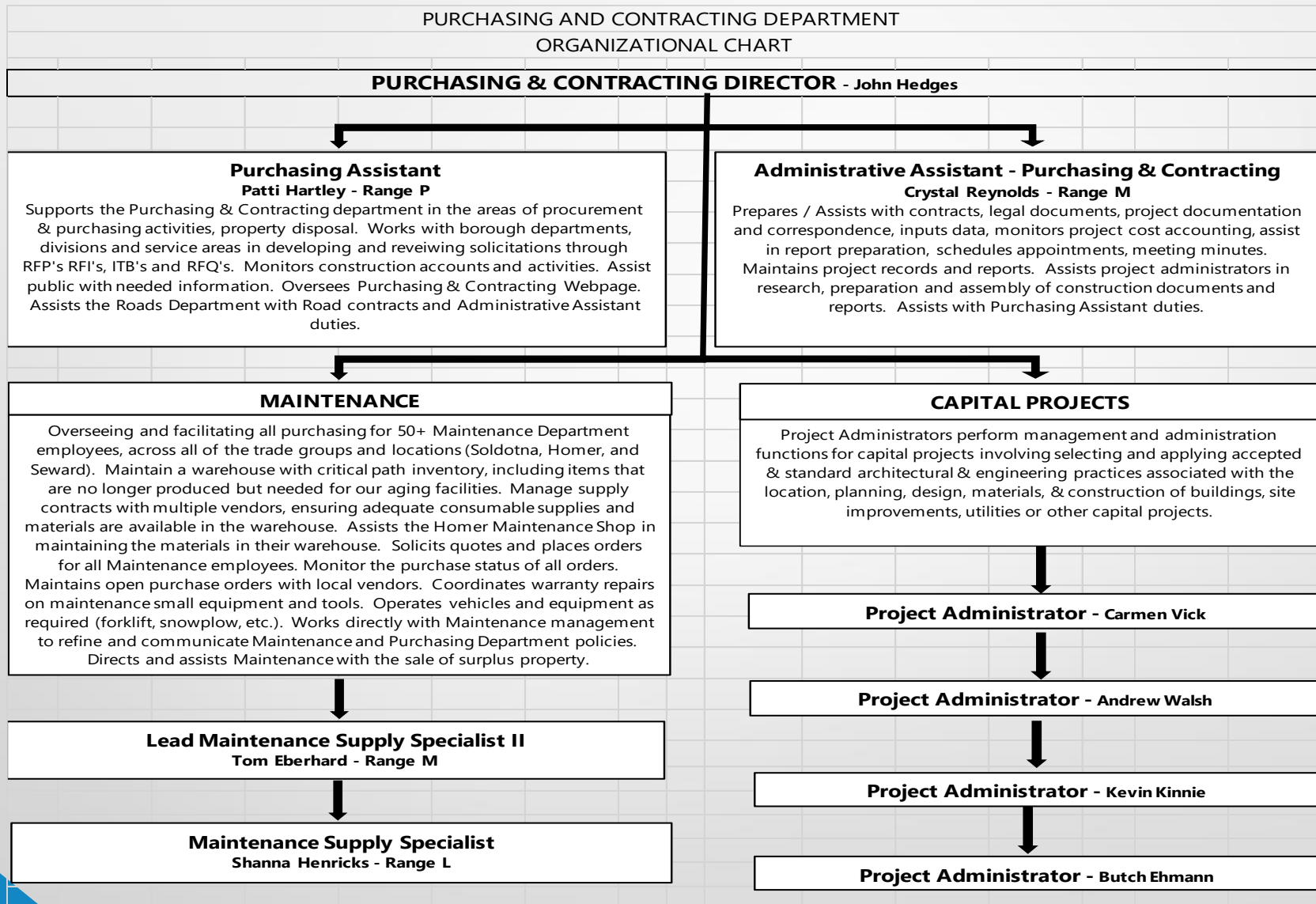
Operations Pages 76-79

Background information

- The mission of the Purchasing and Contracting Department is to provide procurement support and service to the various entities of the borough whose objectives are to obtain materials, equipment and contracted services in a timely, cost effective manner, at the best value to the borough **and to provide value-added project management services to departments and service areas of the borough.**
- The objectives of the Purchasing and Contracting Department are to ensure appropriations are used wisely and in the best interest of the borough, while preserving the integrity and fairness of the competitive process; to provide guidance to all departments and service areas as it pertains to purchasing policies and procedures; to dispose of surplus tangible property of the borough, school district and service areas; and to provide project management services for major and minor projects for schools, roads, borough hospitals, solid waste, and various service area projects, which includes concept development, cost estimation, strategic planning and design development.



Organizational Chart



FY2023 Key Accomplishments

- Maintained advancing efforts on borough procurement and capital improvements through the disruptions of the pandemic and elevated workloads.
- Played a key role in the development and initiative process for two major capital bond packages totaling \$82 million.
- Provide support and implement mitigation efforts to cope with increases in escalation.
- Launched a 5-year area wide capital plan process development.
- Continued improved efficiency in open purchase order management for the Maintenance Department.
- Continued integration and internal business practices for the Purchasing and Contracting Department, updated contractual and bidding documentation for large service contracts.
- Supported the Borough in the acquisition of approximately \$87 million worth of goods and services.





FY2024 Objectives and Budget Highlights

- Work to leverage the recently approved school and CES bond funds against grant opportunities as matching funds and engineering support initiatives.
- Continue working on electronic signature process for Long Form Contracts.
- Complete the development of an area wide 5-year capital plan and process.
- Review, update, and develop, as appropriate, contracting general conditions in all aspects of service procurement.
- Continue practice to evaluate potential rate of return on investment of project funds.
- Continue practice of stakeholder identification and collaboration in project development, through a "needs" based project development process.
- Review and update antiquated portions of the borough purchasing code.
- Continue to review service and supply agreements across the borough to identify potential cost savings.
- Develop successful and more efficient process for micro purchasing and warehouse management, across the borough.
- Leadership/Management Training For Project Managers

Expenditure Summary

	FY2023 Original Budget	FY2024 Proposed Budget	Change
Personnel	\$ 1,340,626	\$ 1,432,914	\$92,288
Supplies	\$6,216	\$6,632	\$416
Services	\$115,319	\$126,603	\$11,284
Capital Outlay	\$13,900	\$10,600	\$(3,300)
Transfers	-	-	-
Interdepart'l Charges	\$(765,902)	\$(797,091)	\$(31,189)
Total	\$710,159	\$779,658	\$69,499
Change			9.79%

Significant Budgetary Items



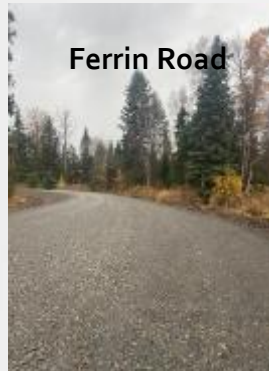
- The budget includes \$4,000 for Leadership training specific to Project Management.



MORE PROJECT PICTURES



NPRSA Gym
Curtain



Ferrin Road



Cooper Landing
Slope



CES Training
Site



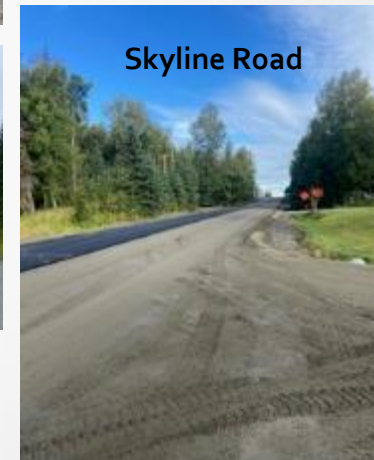
Homer Leachate



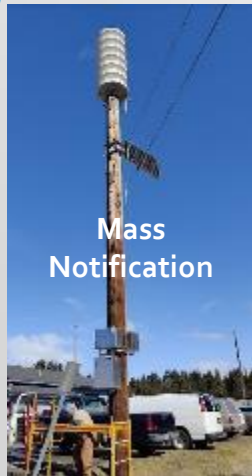
North Road
Extension



Chinulna Road



Skyline Road



Mass
Notification



K-Selo School



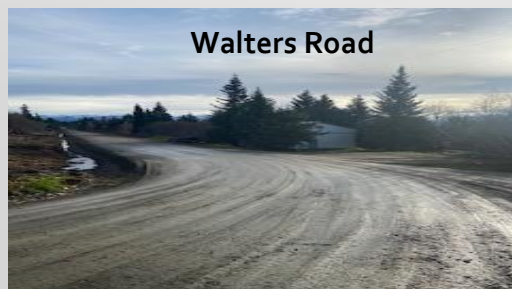
CES Fire Station



SSOC Hot Water
Heater



Homer Monofill



Walters Road



Lisburne Road



CPH Doors & Ladder

Long Term Issues and Concerns

- Inflation and escalation.
- Long-term issues and concerns include improving inventory and supply chain management and purchasing support to departments and service areas.
- Identifying efficiencies to improve the borough's internal business processes.
- Continuing to work on modernizing the procurement process, updating procurement documentation, contracts and code.
- Reduction in state capital grants.
- Limited funding for major maintenance and capital improvement needs.
- Alignment of project funds with project management time on the projects.
- Minimal master capital planning borough wide.

