



OFFICE OF ADMINISTRATION - PURCHASING

April 12th Board of Representatives
Erik Larson

DEPARTMENT FUNCTIONS

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#1

- Procure goods and services for all City departments, including capital purchasing for the Board of Education

#2

- Ensure compliance with the City's Purchasing Ordinance and Federal and State procurement regulations.

#3

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

CURRENT STAFF

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- Purchasing Manager – Erik Larson
- Buyer – Kristopher Bottoni
- Contract Compliance Officer – Natasha Townsend

FISCAL YEAR 2022-23

CHANGES FOR THE NEXT FISCAL YEAR

No budget changes requested.

The department anticipates blackout dates and/or direction on how we will adjust the standard work load to allow for the transition and launch of the Oracle ERP.

Purchasing – Trends					
	2016-17	2017-18	2018-19	2019-20	2020-21
Purchase orders issued*	4,133	3,683	3,713	3,858	4,015
Total Amount	\$127,372,344	\$100,785,700	\$137,818,347	\$139,321,243	\$98,588,043
Competitive bids	56	74	87	51	72
Competitive proposals	14	17	34	29	38
Contracts/amendments based on CT State contracts; miscellaneous & coops	109	92	132	115	100
GSA contracts	9	8	8	6	6
Contracts extended	101	115	72	164	135
Bid waivers processed (COS & WPCA)	161	140	132	143	211

*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.

STAMFORD, CT

