

CITY OF STAMFORD PURCHASING DEPARTMENT

Erik J. Larson
Purchasing Manager
March 16, 2023





Department Introduction & Brief History

- 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
 - Process supplier additions and/or revisions for the City and the BOE
 - Prepare and submit reports as required by the Purchasing Ordinance



Purchasing Manager – Erik Larson

Senior Buyer – Kris Bottoni

Buyer – open; search in process

Contract Compliance Officer – Natasha Townsend

Procurement Clerk – Carolina Sanchez (19 hrs. per wk.)



Major changes

- Conversion to Oracle
- Increased number of projects with State and Federal funding
- Increased number of projects with multiple funding sources



What are the most significant accomplishments made & challenges faced by the department in the last FY 2021-2022.

- Conversion to Oracle

Purchasing – Trends					
	2017-18	2018-19	2019-20	2020-21	2021-22
Purchase orders issued*	3,683	3,713	3,858	4,015	4,020
Total Amount	\$100,785,700	\$137,818,347	\$139,321,243	\$98,588,043	\$105,221,748
Competitive bids	74	87	51	72	68
Competitive proposals	17	34	29	38	44
Contracts/amendments based on CT State contracts; miscellaneous & coops	92	132	115	100	129
GSA contracts	8	8	6	6	2
Contracts extended	115	72	164	135	160
Bid waivers processed (COS & WPCA)	140	132	143	211	204

*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.



What is the Department's/Program's budget? (highlight changes)

No significant budget changes.