

Procurement Services

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2017 Initiatives

ID	Goal	Initiative
1A-03	Promoting Job Creation	Encourage local purchasing for City products and services to support our local economy.
4A-07	Excelling in City Services	Identify opportunities to collaborate with the military and other government agencies on purchasing, service delivery, and other areas that may provide efficiencies.

Note: the ID number above is used in the Performance Measurement chapter to reference specific strategic and departmental initiatives by goal and objective.

All Funds Summary

All Funds	Use of Funds	2015	2016	* 2016	2017	2017 Budget - * 2016 Amended Budget
		Actual	Original Budget	Amended Budget		
	General Fund	\$405,480	\$493,273	\$493,273	\$471,580	(\$21,693)
	Total	\$405,480	\$493,273	\$493,273	\$471,580	(\$21,693)
	Positions					
	General Fund	4.00	5.00	5.00	5.00	0.00
	Total	4.00	5.00	5.00	5.00	0.00

* 2016 Amended Budget as of 8/4/2016

Significant Changes vs. 2016

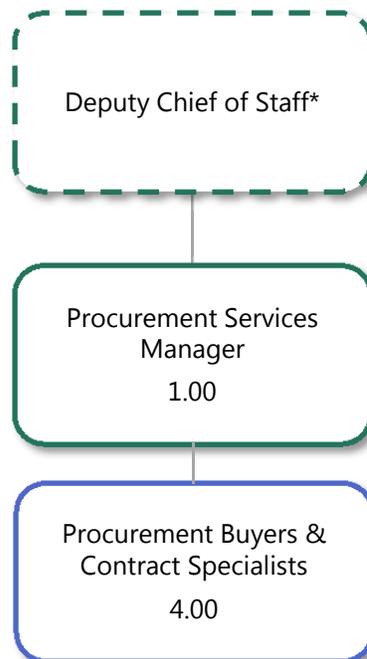
- None

Procurement Services

Procurement Services provides solicitation, negotiation, and award of purchase orders and contracts for all City departments as well as the Pikes Peak Rural Transportation Authority (PPRTA), while maintaining competitiveness, innovation, and compliance with procurement laws.

Procurement Services is responsible for 3,700 purchase orders, task orders, and formal contracts totaling over \$130 million annually. The division is one of only 20% of cities and counties nationwide that have been recognized by the National Institute of Governmental Purchasing (NIGP) for 100% professionally certified staff.

Procurement Services is also responsible for the administration and oversight of the City's Visa card program including training, auditing and compliance.



* The Deputy Chief of Staff position is funded as part of the Mayor's Office budget. This position is not reflected in the position count in the Budget Summary below.

The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2016, and changes occurring as part of the 2017 General Fund Budget.

General Fund	Use of Funds	2014 Actual	2015 Actual	2016 Original Budget	* 2016 Amended Budget	2017 Budget	2017 Budget - * 2016 Amended Budget	
	Salary/Benefits/Pensions	\$370,544	\$385,835	\$470,673	\$470,673	\$457,730	(\$12,943)	
	Operating	19,990	14,671	19,900	19,900	13,850	(6,050)	
	Capital Outlay	0	4,974	2700	2700	0	(2,700)	
	Total	\$390,534	\$405,480	\$493,273	\$493,273	\$471,580	(\$21,693)	
	Revenue							\$0
	Revenue	\$142,888	\$142,853	\$145,000	\$145,000	\$145,000	\$0	
	Position Title		2015 Actual	2016 Original Budget	* 2016 Amended Budget	2017 Budget	2017 Budget - * 2016 Amended Budget	
	Contract Specialist II		1.00	1.00	2.00	2.00	0.00	
	Procurement Buyer		0.00	1.00	1.00	1.00	0.00	
Procurement Services Manager		1.00	1.00	1.00	1.00	0.00		
Senior Contracting Specialist		2.00	2.00	1.00	1.00	0.00		
Total Positions		4.00	5.00	5.00	5.00	0.00		

Funding Changes	During 2016	* 2016 Amended - 2016 Original Budget
	None	\$0
	Total During 2016	\$0
	For 2017	2017 Budget - * 2016 Amended Budget
	Salaries/Benefits/Pensions	
	Net change to fund existing positions	(\$20,149)
	Increase to fund pay for performance and position movements in salary structure	7,206
	Total Salaries/Benefits/Pensions	(\$12,943)
	Operating	
	Transfer of the department's budget for records management to the City Clerk's Office budget for central contract oversight	(\$950)
	Decrease due to efficiencies realized	(5,100)
	Total Operating	(\$6,050)
	Capital Outlay	
	Decrease due to efficiencies realized	(\$2,700)
Total Capital Outlay	(\$2,700)	
Total For 2017	(\$21,693)	

* 2016 Amended Budget as of 8/4/2016

Position Changes	During 2016	* 2016 Amended - 2016 Original Budget
	Conversion of Senior Contracting Specialist to Contract Specialist II	0.00
	Total During 2016	0.00
	For 2017	2017 Budget - * 2016 Amended Budget
	None	0.00
	Total For 2017	0.00

* 2016 Amended Budget as of 8/4/2016

City of Colorado Springs Budget Detail Report

001 - GENERAL FUND
Procurement Services

Acct # - Description	2014 Actual	2015 Actual	2016 Orig. Budget	2016		2017 Budget	2017 Budget - 2016 Amended Budget
				Amended Budget	2016 Amended Budget		
Salaries/Benefits/Pensions							
51205 - CIVILIAN SALARIES	287,468	248,425	362,408	362,408	351,154	(11,254)	
51245 - RETIREMENT TERM VACATION	0	32,092	0	0	0	0	
51260 - VACATION BUY PAY OUT	0	1,215	0	0	0	0	
51299 - SALARIES REIMBURSEMENTS	0	(1,086)	0	0	0	0	
51610 - PERA	37,893	37,219	49,260	49,260	48,108	(1,152)	
51612 - RETIREMENT HEALTH SAVINGS	0	23,378	0	0	0	0	
51615 - WORKERS COMPENSATION	548	549	756	756	737	(19)	
51620 - EQUITABLE LIFE INSURANCE	781	671	1,369	1,369	1,302	(67)	
51640 - DENTAL INSURANCE	1,546	1,373	2,218	2,218	2,220	2	
51670 - PARKING FOR EMPLOYEES	900	760	1,200	1,200	1,200	0	
51690 - MEDICARE	2,559	3,436	5,213	5,213	5,092	(121)	
51695 - CITY EPO MEDICAL PLAN	8,551	0	0	0	0	0	
51696 - ADVANTAGE HD MED PLAN	28,065	34,730	45,249	45,249	44,916	(333)	
51697 - HRA BENEFIT TO ADV MED PLAN	2,233	3,073	3,000	3,000	3,000	0	
Salaries/Benefits/Pensions Total	370,544	385,835	470,673	470,673	457,729	(12,944)	
Operating							
52105 - MISCELLANEOUS OPERATING	526	765	0	0	0	0	
52110 - OFFICE SUPPLIES	986	468	1,000	1,000	750	(250)	
52111 - PAPER SUPPLIES	(112)	0	0	0	0	0	
52120 - COMPUTER SOFTWARE	0	508	0	0	0	0	
52125 - GENERAL SUPPLIES	0	8	250	250	50	(200)	
52135 - POSTAGE	1,052	4,151	2,500	2,500	2,500	0	
52210 - MAINT TREES	0	32	0	0	0	0	
52220 - MAINT OFFICE MACHINES	0	0	300	300	300	0	
52560 - PARKING SERVICES	0	101	300	300	150	(150)	
52573 - CREDIT CARD FEES	253	106	600	600	0	(600)	
52575 - SERVICES	158	143	300	300	300	0	
52590 - TEMPORARY EMPLOYMENT	8,664	0	0	0	0	0	
52605 - CAR MILEAGE	80	0	300	300	0	(300)	
52615 - DUES AND MEMBERSHIP	0	345	350	350	350	0	
52625 - MEETING EXPENSES IN TOWN	12	0	200	200	200	0	
52630 - TRAINING	(50)	0	1,200	1,200	1,200	0	
52655 - TRAVEL OUT OF TOWN	1,368	79	1,500	1,500	1,500	0	
52735 - TELEPHONE LONG DIST CALLS	114	0	0	0	0	0	
52738 - CELL PHONE BASE CHARGES	492	10	450	450	50	(400)	
52775 - MINOR EQUIPMENT	0	1,099	0	0	0	0	
52776 - PRINTER CONSOLIDATION COST	4,947	5,630	6,500	6,500	6,000	(500)	
52874 - OFFICE SERVICES PRINTING	597	373	700	700	500	(200)	
52875 - OFFICE SERVICES RECORDS	903	853	950	950	0	(950)	
65160 - RECRUITMENT	0	0	2,500	2,500	0	(2,500)	
65365 - HEALTH PROGRAMS	0	0	0	0	0	0	
Operating Total	19,990	14,671	19,900	19,900	13,850	(6,050)	

City of Colorado Springs Budget Detail Report

001 - GENERAL FUND
Procurement Services

Acct # - Description	2014 Actual	2015 Actual	2016 Orig. Budget	2016 Amended Budget	2017 Budget	2017 Budget - 2016 Amended Budget
Capital Outlay						
53010 - OFFICE MACHINES	0	3,698	0	0	0	0
53020 - COMPUTERS NETWORKS	0	0	2,100	2,100	0	(2,100)
53030 - FURNITURE AND FIXTURES	0	1,276	600	600	0	
Capital Outlay Total	0	4,974	2,700	2,700	0	(2,700)
Total Expenses	390,534	405,480	493,273	493,273	471,579	(21,694)
Revenue						
43156 - REBATES	9,044	726	0	0	0	0
43157 - PURCH CARD PROGRAM REBATES	133,844	142,127	145,000	145,000	145,000	0
Grand Total	142,888	142,853	145,000	145,000	145,000	0