

# Procurement Services

*Curt Decapite, Manager*

(719) 385-5274, cdecapite@springsgov.com

## 2013 Breakthrough Strategies

- Engage in Managed Competition for selected city services by introducing competition as a core value of Colorado Springs service delivery and support key outsourcing efforts. Measurable outcome: At least one City service has been evaluated via this method or outsourced successfully by year-end.

## All Funds Summary

All Funds	Use of Funds	2011 Actual	2012 Original Budget	* 2012 Amended Budget	2013 Budget	2013 Budget - * 2012 Amended Budget
	General Fund	\$537,104	\$218,119	\$218,119	\$376,055	\$157,936
PSST Fund	148,978	83,375	83,375	0	(83,375)	
Transit Grant Fund **	0	0	0	0	0	
<b>Total</b>	<b>\$686,082</b>	<b>\$301,494</b>	<b>\$301,494</b>	<b>\$376,055</b>	<b>\$74,561</b>	
General Fund	5.75	1.75	1.75	3.00	1.25	
PSST Fund	2.00	1.00	1.00	0.00	(1.00)	
Transit Grant Fund	1.00	1.00	1.00	1.00	0.00	
<b>Total Positions</b>	<b>8.75</b>	<b>3.75</b>	<b>3.75</b>	<b>4.00</b>	<b>0.25</b>	

\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

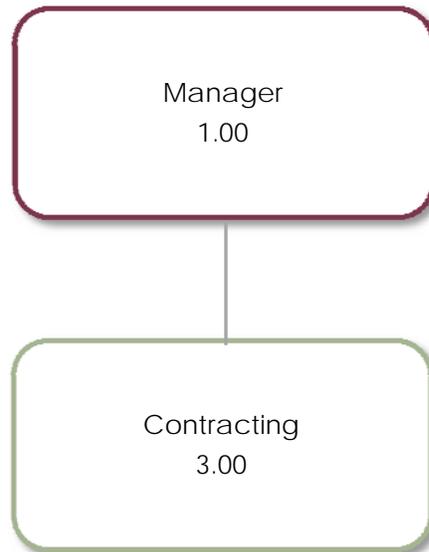
\*\* Budget reflected in Transit.

## Significant Financial and Staff Modifications vs. 2012

- Increase part-time position to full-time.
- Increase funding for contracted services.
- Transfer one position and related operating expenses from Public Safety Sales Tax Fund to General Fund.

## Procurement Services

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



The sections below provide a summary of the Budget, authorized positions, changes that occurred after the budget was implemented for 2012, and changes occurring as part of the 2013 Budget for the General Fund and Public Safety Sales Tax.

General Fund	Use of Funds	2010 Actual	2011 Actual	2012 Original Budget	* 2012 Amended Budget	2013 Budget	2013 Budget - * 2012 Amended Budget
	Salary/Benefits/Pensions	\$427,885	\$440,140	\$184,735	\$184,735	\$303,328	\$118,593
	Operating	95,743	96,964	33,384	33,384	72,727	39,343
	Capital Outlay	0	0	0	0	0	0
	<b>Total</b>	<b>\$523,628</b>	<b>\$537,104</b>	<b>\$218,119</b>	<b>\$218,119</b>	<b>\$376,055</b>	<b>\$157,936</b>
	Position Title	2011 Budget	2012 Original Budget	* 2012 Amended Budget	2013 Budget	2013 Budget - * 2012 Amended Budget	
	Accounting Technician	3.00	0.00	0.00	0.00	0.00	
	Finance Supervisor	1.00	0.00	0.00	0.00	0.00	
	Manager	1.00	1.00	1.00	1.00	0.00	
	Senior Contract Analyst	0.75	0.75	0.75	2.00	1.25	
<b>Total Positions</b>	<b>5.75</b>	<b>1.75</b>	<b>1.75</b>	<b>3.00</b>	<b>1.25</b>		

\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

<b>Funding Changes</b>	<b>During 2012</b>	<b>* 2012 Amended - 2012 Original Budget</b>
	None	\$0
	<b>Total During 2012</b>	<b>\$0</b>
	<b>For 2013</b>	<b>2013 Budget - * 2012 Amended Budget</b>
	Increase Salaries/Benefits/Pensions for part-time employee converting to full-time	\$33,678
	Transfer of position and related operating costs from Public Safety Sales Tax Fund to General Fund	83,376
	<b>Total For 2013</b>	<b>\$157,936</b>

<b>Position Changes</b>	<b>During 2012</b>	<b>* 2012 Amended - 2012 Original Budget</b>
	None	0.00
	<b>Total During 2012</b>	<b>0.00</b>
	<b>For 2013</b>	<b>2013 Budget - * 2012 Amended Budget</b>
	Increase part-time employee to full-time	0.25
	Transfer of position from Public Safety Sales Tax Fund to General Fund	1.00
<b>Total For 2013</b>	<b>1.25</b>	

<b>PSST</b>	<b>Use of Funds</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Original Budget</b>	<b>* 2012 Amended Budget</b>	<b>2013 Budget</b>	<b>2013 Budget - * 2012 Amended Budget</b>
	Salary/Benefits/ Pensions	\$150,317	\$148,978	\$81,875	\$81,875	\$0	(\$81,875)
	Operating	0	0	1,500	1,500	0	(1,500)
	Capital Outlay	0	0	0	0	0	0
	<b>Total</b>	<b>\$150,317</b>	<b>\$148,978</b>	<b>\$83,375</b>	<b>\$83,375</b>	<b>\$0</b>	<b>(\$83,375)</b>
	<b>Position Title</b>	<b>2011 Budget</b>	<b>2012 Original Budget</b>	<b>* 2012 Amended Budget</b>	<b>2013 Budget</b>	<b>2013 Budget - * 2012 Amended Budget</b>	
Accounting Technician	1.00	0.00	0.00	0.00	0.00		
Senior Contract Analyst	1.00	1.00	1.00	0.00	(1.00)		
<b>Total Positions</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>(1.00)</b>		

\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

<b>Funding Changes</b>	<b>During 2012</b>	<b>* 2012 Amended - 2012 Original Budget</b>
	None	\$0
	<b>Total During 2012</b>	<b>\$0</b>
	<b>For 2013</b>	<b>2013 Budget - * 2012 Amended Budget</b>
	Transfer of position and related operating costs from Public Safety Sales Tax Fund to General Fund	(\$83,375)
	<b>Total For 2013</b>	<b>(\$83,375)</b>

<b>Position Changes</b>	<b>During 2012</b>	<b>* 2012 Amended - 2012 Original Budget</b>
	None	0.00
	<b>Total During 2012</b>	<b>0.00</b>
	<b>For 2013</b>	<b>2013 Budget - * 2012 Amended Budget</b>
	Transfer of position from Public Safety Sales Tax Fund to General Fund	(1.00)
	<b>Total For 2013</b>	<b>(1.00)</b>

<b>Grants</b>		2012 Original Budget	* 2012 Amended Budget	2013 Budget	2013 Budget - * 2012 Amended Budget	
		<b>Position Title</b>				
		Contract Analyst I	1.00	1.00	1.00	0.00
		<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
This position is funded by the Transit Grant Fund.						

\* 2012 Amended Budget includes no changes from Original Budget as of 8/30/2012.

**City of Colorado Springs  
Budget Detail Report**

001 GENERAL FUND  
PROCUREMENT SERVICES

Account #	Description	2010 Actuals	2011 Actuals	2012 Budget	2013 Budget	2012 Budget to 2013 Budget \$ Change	2012 Budget to 2013 Budget % Change
51205	CIVILIAN SALARIES	306,430	316,986	143,185	238,848	95,663	66.81%
51210	OVERTIME	105	0	0	0	0	0.00%
51220	SEASONAL TEMPORARY	16,571	19,978	0	0	0	0.00%
51245	RETIREMENT TERM VACATION	4,037	0	0	0	0	0.00%
51260	VACATION BUY PAY OUT	0	787	0	0	0	0.00%
51610	PERA	43,948	44,447	19,616	31,319	11,703	59.66%
51615	WORKERS COMPENSATION	1,004	848	399	525	126	31.58%
51620	EQUITABLE LIFE INSURANCE	902	875	458	666	208	45.41%
51625	VISION CARE	284	0	0	0	0	0.00%
51640	DENTAL INSURANCE	2,191	2,004	735	1,260	525	71.43%
51665	CASH BACK	(324)	0	0	0	0	0.00%
51670	PARKING FOR EMPLOYEES	1,140	1,160	1,600	720	(880)	-55.00%
51690	MEDICARE	2,574	2,303	2,077	3,458	1,381	66.49%
51695	CITY EPO MEDICAL PLAN	49,023	50,599	16,665	26,532	9,867	59.21%
51696	ADVANTAGE HD MED PLAN	0	137	0	0	0	0.00%
51697	HRA BENEFIT TO ADV MED PLAN	0	16	0	0	0	0.00%
<b>Total Salaries and Benefits</b>		<b>427,885</b>	<b>440,140</b>	<b>184,735</b>	<b>303,328</b>	<b>118,593</b>	<b>64.20%</b>
52110	OFFICE SUPPLIES	3,977	3,212	4,500	3,300	(1,200)	-26.67%
52111	PAPER SUPPLIES	(3,866)	(2,380)	0	0	0	0.00%
52125	GENERAL SUPPLIES	1,376	0	1,108	1,500	392	35.38%
52135	POSTAGE	8,953	8,183	8,800	8,800	0	0.00%
52220	MAINT OFFICE MACHINES	40	1,470	300	300	0	0.00%
52573	CREDIT CARD FEES	299	58	0	0	0	0.00%
52575	SERVICES	1,610	438	0	0	0	0.00%
52590	TEMPORARY EMPLOYMENT	65,059	71,175	0	39,917	39,917	0.00%
52605	CAR MILEAGE	84	48	300	300	0	0.00%
52615	DUES AND MEMBERSHIP	0	0	1,100	1,050	(50)	-4.55%
52625	MEETING EXPENSES IN TOWN	592	173	625	600	(25)	-4.00%
52626	COMMUNITY OR VOLUNTEER EVENT	50	0	0	0	0	0.00%
52630	TRAINING	680	0	1,400	1,200	(200)	-14.29%
52645	SUBSCRIPTIONS	62	(47)	150	0	(150)	-100.00%
52655	TRAVEL OUT OF TOWN	7,097	6,487	5,591	5,500	(91)	-1.63%
52735	TELEPHONE LONG DIST CALLS	152	157	250	250	0	0.00%
52736	CELL PHONE AIRTIME	62	0	0	0	0	0.00%
52738	CELL PHONE BASE CHARGES	651	746	0	750	750	0.00%
52776	PRINTER CONSOLIDATION COST	0	0	7,800	7,800	0	0.00%
52795	RENTAL OF EQUIPMENT	7,437	5,253	0	0	0	0.00%
52874	OFFICE SERVICES PRINTING	753	1,238	260	260	0	0.00%
52875	OFFICE SERVICES RECORDS	675	753	1,200	1,200	0	0.00%
<b>Total Operating Expenses</b>		<b>95,743</b>	<b>96,964</b>	<b>33,384</b>	<b>72,727</b>	<b>39,343</b>	<b>117.85%</b>
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Expenses</b>		<b>523,628</b>	<b>537,104</b>	<b>218,119</b>	<b>376,055</b>	<b>157,936</b>	<b>72.41%</b>

**City of Colorado Springs  
Budget Detail Report**

171 PUBLIC SAFETY SALES TAX  
PROCUREMENT SERVICES

<b>Account #</b>	<b>Description</b>	<b>2010 Actuals</b>	<b>2011 Actuals</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>2012 Budget to 2013 Budget \$ Change</b>	<b>2012 Budget to 2013 Budget % Change</b>
51205	CIVILIAN SALARIES	114,944	114,504	62,976	0	(62,976)	-100.00%
51610	PERA	14,914	15,041	9,319	0	(9,319)	-100.00%
51615	WORKERS COMPENSATION	288	288	155	0	(155)	-100.00%
51620	EQUITABLE LIFE INSURANCE	336	324	197	0	(197)	-100.00%
51625	VISION CARE	118	0	0	0	0	0.00%
51640	DENTAL INSURANCE	903	841	420	0	(420)	-100.00%
51665	CASH BACK	(128)	0	0	0	0	0.00%
51670	PARKING FOR EMPLOYEES	480	480	240	0	(240)	-100.00%
51690	MEDICARE	1,599	1,613	1,022	0	(1,022)	-100.00%
51695	CITY EPO MEDICAL PLAN	16,863	15,727	7,546	0	(7,546)	-100.00%
51696	ADVANTAGE HD MED PLAN	0	144	0	0	0	0.00%
51697	HRA BENEFIT TO ADV MED PLAN	0	16	0	0	0	0.00%
<b>Total Salaries and Benefits</b>		<b>150,317</b>	<b>148,978</b>	<b>81,875</b>	<b>0</b>	<b>(81,875)</b>	<b>-100.00%</b>
52110	OFFICE SUPPLIES	0	0	1,000	0	(1,000)	-100.00%
52125	GENERAL SUPPLIES	0	0	500	0	(500)	-100.00%
<b>Total Operating Expenses</b>		<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>(1,500)</b>	<b>-100.00%</b>
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Expenses</b>		<b>150,317</b>	<b>148,978</b>	<b>83,375</b>	<b>0</b>	<b>(83,375)</b>	<b>-100.00%</b>

Totals may differ from narratives due to rounding.