



The Best Place-For All

OFFICE OF CENTRAL SERVICES
PURCHASING DIVISION

FY21 ANNUAL REPORT

SUBMITTED TO:

*The Honorable Steuart Pittman,
County Executive*

AND THE HONORABLE MEMBERS OF THE COUNTY COUNCIL:

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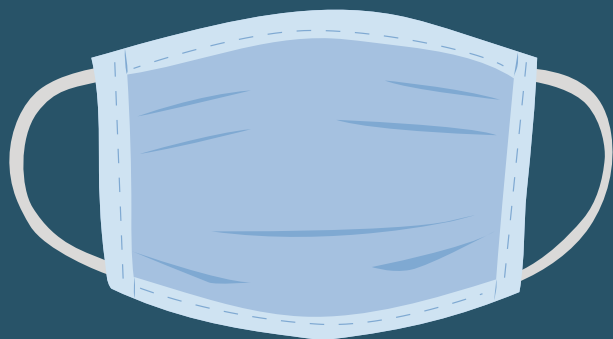
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FY21



*a fiscal year's
overview*

EXECUTIVE SUMMARY



The Purchasing Division operates within the Office of Central Services in accordance with Article 8 of the Anne Arundel County Code and the County Charter. The Purchasing Agent is responsible for the Centralized Purchasing Operation, Capital Construction, Consultant Selection Contracts, the County-wide Courier/Mail Delivery Service, the Minority and Small Business Coordinator, and the Non-Capital Fixed Asset Program.

In Fiscal Year (FY) 2021, the Bureau had a staff of twenty-four (24) full-time merit employees, one contractual management aide, one (1) contractual buyer, and one (1) part-time contractual mail clerk. Our Buyer Teams have been reorganized into five (5) categories, which has helped to more evenly distribute the procurement workload. The Buying Teams Categories are:

1. Capital Improvements
2. Facilities and Public Works
3. Public Safety and Human Services
4. Technology and Transportation
5. Administration, Parks, and Planning

The dedicated County employees in the Purchasing Division are tasked with procuring all goods and services required by the County. The Purchasing Management Team has been focused on developing the skills and qualifications of staff while supplying County agencies goods and services. In FY 2021, the Purchasing Division processed 78,196 procurement transactions, which included purchase orders, change orders, direct payments, blanket order releases against annual contracts, and procurement card transactions for a total value of \$489,190,625.05. In addition to our purchasing staff, our Division has an exceptional Mailroom Delivery team who ensures that the mail for all County facilities arrives and is sent out every day. In 2021, the Mail service staff handled 1,732,107 pieces of outgoing mail, with a cost of \$923,858.27 and 18,476 incoming parcels.

We are proud of our efforts to grow the diversity of our supplier and contractor base. In FY21 the Purchasing Division has seen the total number of WMSBE businesses increase by 61.22% year over year and our total percent of County purchasing awards to such businesses increase by 8%. This is especially significant as the County decreased its total spend from FY20 to FY21 by 5.6%. In FY 2021, the County spent \$85.8 million (18% of total spend) with Minority, Veteran, Small, and Women-owned Business Enterprises. We expect this number to continue to grow with a focus on outreach, education, training, and additional communication with potential minority and small business vendors.

OUR PLEDGE

VISION STATEMENT

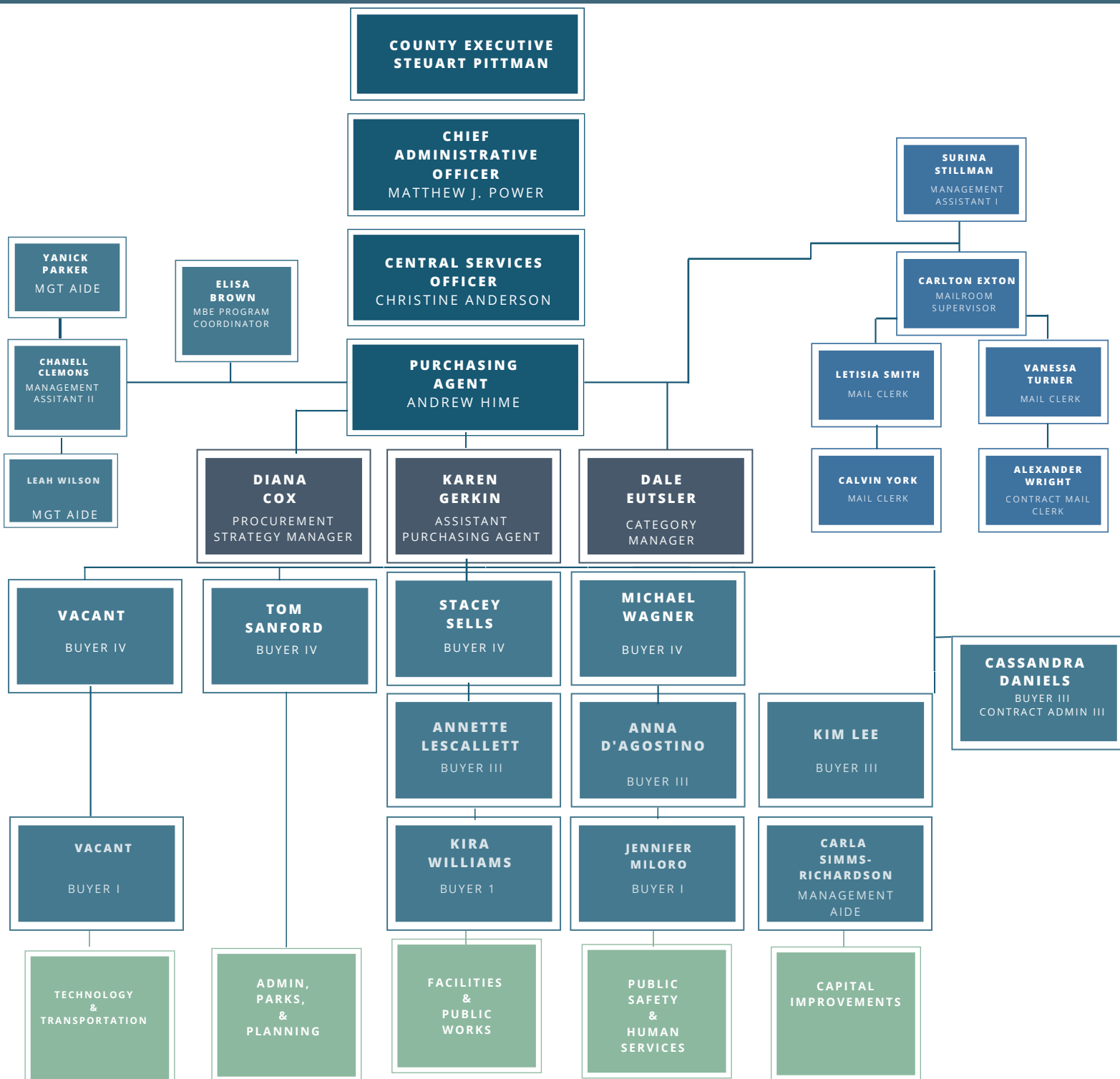
Our procurement team pledge is to create an inclusive, first class work experience so our associates can have an encouraging atmosphere. We offer an environment of accountability, empowerment and universal trust, as well as quality work that is essential to the team's success.

MISSION STATEMENT

While utilizing research and best practices we will cost-effectively procure essential goods and services to allow County agencies to serve the evolving needs of the County citizens through the effective use of industry standards and technology.

Organizational Chart

OUR PURCHASING TEAM



OUR GOALS

fiscal year 2022 **STRATEGIC GOALS**

- 1 Continue to redevelop the Purchasing Division's Category Management program and generate \$2M in savings
- 2 Generate \$5M in total savings for the County
- 3 Improve the use and function of the PORT system
- 4 Continue to improve Division's customer service focus and make progress on enhancements to the PO and other procurement processes
- 5 Continue to update and modernize the Purchasing Website and County available information
- 6 Continue to work on reducing the time to procure across all procurement methods
- 7 Continue to work to growing our organizational culture and team morale
- 8 Further the development of the Procurement Coordinator program and develop at least two (2) new training programs for educating agencies on what they can do to make the procurement process go faster
- 9 Sustain the 18% of total contract awards issued to minority, women, and small businesses
- 10 Develop internal purchasing training through collaboration by the Procurement Strategy Manager and the Assistant Purchasing Agents to help grow and develop the efficiency and the effectiveness of the buyers and support staff

fiscal year 2022

STRATEGIC GOALS

DIVISION STRATEGIC GOALS

Operational:

- Develop an internal technology tool to monitor procurement actions
- Change organizational structure to provide better management and oversight for an increased buyer headcount
- Create a new training program for onboarding procurement staff and standardizing the initial procurement training program
- Reclassify support staff roles into entry-level procurement professional positions to help develop career paths and to increase the capacity of the procurement workforce

Policy:

- Define roles and responsibilities for increased workflow
- Create a program structure to institute the first-ever prevailing wage, local hire, and apprenticeship program within Anne Arundel County
- Develop and begin to operate the County's first DBE program

Tools & Systems:

- Conduct the County's first-ever disparity study
- Increase the quantity of metrics being reporting to help develop the plan for the continued growth of the Purchasing operation
- Launch new 5K report which documents all of the County's procurement over \$5K

MBE Goals:

- Hire the County DBE Liaison Officer
- Obtain results from the County's first-ever Disparity Study
- Sustain the 18% of total contract awards issued to minority, women, and small businesses
- Increase outreach events for potential MBE vendors and contractors
- Start operating and reporting under the DBE program structure
- Develop a 5-year road map plan with the new DBE Liaison Officer Leading the charge

fiscal year 2022

NEW INITIATIVES

The Purchasing Division has outlined these key areas that will help drive efficiency in our operation in FY22.

Being Results-Based & Customer Service Focused

Instituting a new "Results-Based" operation and management motto to focus on delivering exceptional procurement operations. Through this mindset, our team will be able to focus on critical procurement actions and minimize delays and downtime. We want our team to focus on Effort + Correct Process = Results. Being results-oriented should not be stressful. In fact, it should be liberating. Our team will focus on how Effort + Correct Process = Results, and how to achieve Results efficiently and effectively.

Training and Continuing Education

- Increase training programs for procurement staff and agencies to ensure that procurement professionals are focused on doing the correct actions at all times and doing them as efficiently as possible.
- Develop 18-20 modules for the basic introduction of Procurement for new staff that is supported with presentations for review and videos of the training class for refreshers made available to staff.

Develop Prevailing Wage Program

- Update project plan for implementation.
- Develop operational procedures and the timeline for implementation of the program with Capital Construction contractors.
- Develop training for resources who will be added to operate and oversee the program.

Operate an Active DBE Program in Collaboration with other County Agencies.

- Hire and onboard DBE Liaison Officer who will be taking the lead on this and several other Minority Business and procurement operational responsibilities.
- Develop reporting procedures and communicate them to successful prime contractors on the first transportation program.
- Train additional procurement staff to take on and conduct competitive RFPs utilizing new DBE processes and templates.
- Start collection and reporting on DBE procurement metrics for compliance with the State and Federal Grant requirements.

Records Improvement & Digitization

- Finish digitizing all of our current procurement records and uploading them to our e-Procurement system.
- Fully utilize the SMARTTrack tool to monitor all County procurement and begin issuing the 5k procurement report monthly.

Workday ERP Preparation and Implementation

- Support OIT's project of implementing a new ERP system.
- Provide Subject Matter Experts to take leadership roles in advising on aspects of implementation and design, configuration, and integration with our e-Procurement system.

fiscal year 2021

HIGHLIGHTS & ACCOMPLISHMENTS

GENERAL ACCOMPLISHMENTS

The Purchasing Division helped to resolve a \$900K payment dispute on an OIT contract

The Purchasing Division was able to realize approximately **\$11.953 M** in savings through cost avoidance and cost-saving efforts directly connected to our category management-based procurement operation

Purchasing was able to play a pivotal role in securing goods and services for the County to expand its COVID-19 testing operations, non-congregate shelter support, and expanded testing and mass vaccination operation

Established a contract for Police and Public Safety Officials to implement the County's first-ever body-worn camera systems

Purchasing execute the County's first-ever Class and Compensation Study Procurement Award

Negotiated a 1-year extension contract with CVS Caremark in preparation for a competitive procurement consolidating prescription and medical services later in the year

Anne Arundel County Purchasing was featured in Supply Chain World as a cover story on Anne Arundel County Purchasing Efforts leading local government COVID Procurements

Executed an initial assessment contract with Disparity Study Professionals Services Law Firm to assess the impact of COVID on Minority businesses and to develop a framework for a future Disparity Study Procurement

Procured and executed the Country's first-ever successful P3 Competitive Award for a Design, Build, Operate Tennis Facility which will generate millions of dollars in revenue over the life of the lease and provide a tangible community benefit

Procured and executed the County's first Solar Land Lease for the Millersville Landfill

Procured and executed new Medical and Prescription Drug Contract with total savings of \$6M

TECHNOLOGY ACCOMPLISHMENTS

The Purchasing Division developed an internal tracking system known as SMARTTrack for all procurement actions to increase the visibility of procurement operations

The Purchasing Division SMARTTrack also facilitates a more streamlined reporting and with it, the County will be able to release the new 5K report, providing more transparency to begin in FY22.

The Procurement Professionals in our team have partnered with other County agencies in designing and planning the new ERP Workday solution replacing a 20 + year old ERP system and completing the technology efficiencies remaining from the 5-year procurement reform initiative

a fiscal year's overview

PROCUREMENT OPERATIONS

The overall operation consists of one (1) Assistant Purchasing Agent, ten (10) Buyers, and four (4) Office Support Staff. The teams are assigned the task of procuring all equipment, construction, supplies, materials and services required to sustain the County's operations.

Buyers purchase goods and services needed for government operations in a manner that is in the best interest of the County. To be effective, they conduct research to be certain that they are up to date with current features and technology of products and services, identify responsible suppliers, and meet with these suppliers to learn about new products and services available to the County.

Buyers are constantly looking for more cost-effective buying options by networking, attending forums and government procurement-related conferences, and training. This also includes reducing cycle times through the use of PORT and other electronic systems such as DocuSign. Through review of current contracts, We are able to incorporate current funding totals, amendment funding increases and total not to exceed funding amounts on all new contracts.

We will continue to encourage training for our Procurement Professionals and our Buyer's Assistants so that they can take on additional responsibilities that will enable them to expand their procurement knowledge.

During the COVID-19 Pandemic, our entire purchasing team was deemed essential which required a quick adjustment to our procurement operations. We were able to transition all bidding and proposals to an electronic process to include virtual bid openings. Buyers took on more procurement responsibilities beyond their normal agency assigned procurement in supporting the fight against COVID-19. Purchases Orders were converted from being manually printed and mailed through the inter-office mail system to a completely electronic process. All contractual documents transitioned to electronic signature and distribution. We are proud of these adjustments to our procurement process which has improved efficiency and cost to the County.

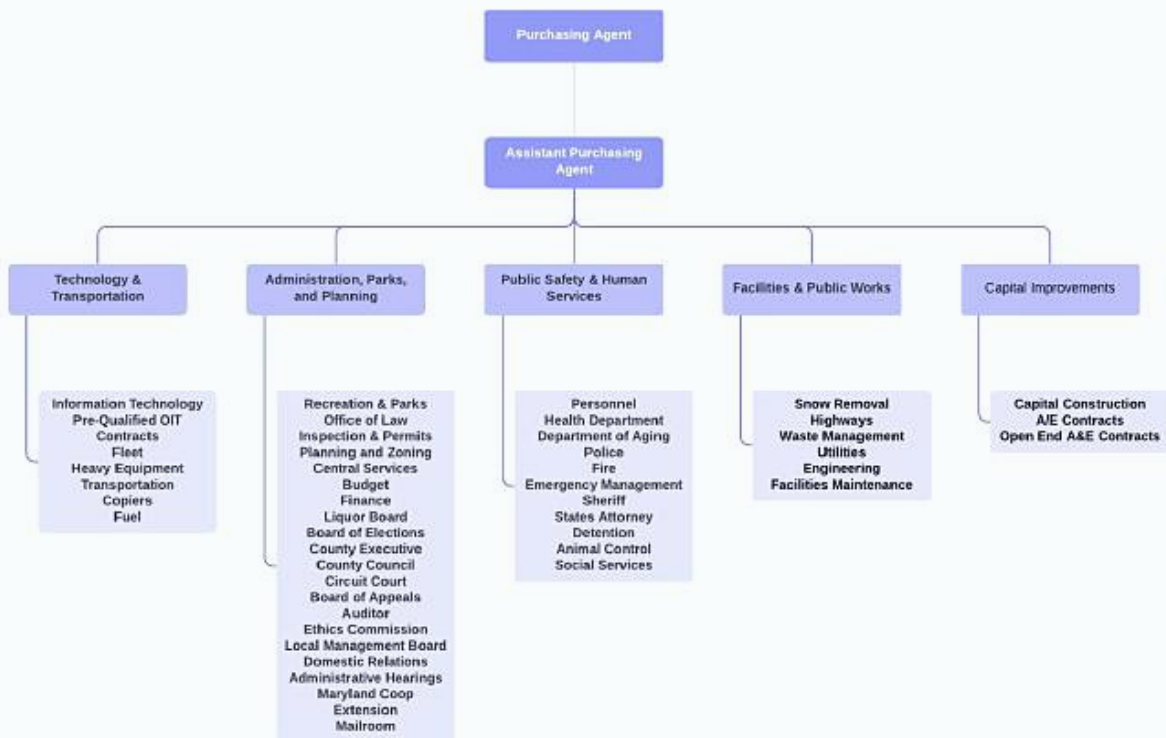
procurement operations

CATEGORY MAP AND TEAMS



In order to provide a more strategic approach to procurement that will result in cost savings and efficiency, the County Purchasing Division is organized in a manner that utilizes a concept known as Category Management. Buyers are grouped by categories of similar or related products and services.

PROCUREMENT CATEGORY MAP



*a fiscal year's overview***PROCUREMENT
ACTIVITY**

The following chart illustrate the total annual transactions activity in Purchasing for fiscal years 2017 through 2021.

These comparative totals indicate the diversity of our workload and the large volume of procurement conducted for agencies.

Solicitations are be published on the County's website in order to reach potential bidders.

Buyers are also use large local and national cooperative contracts when appropriate.

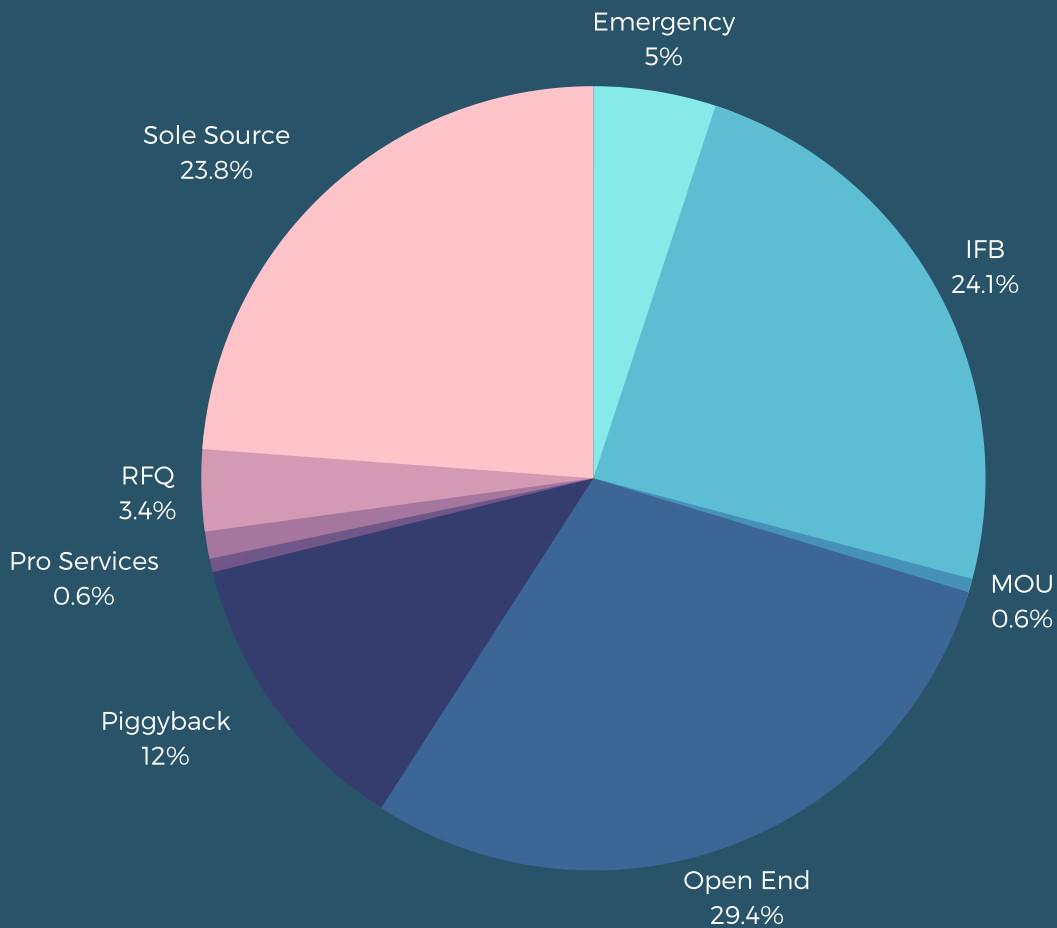
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
PURCHASE ORDERS & CHANGE ORDERS	2,088	2,165	2,211	2,181	1,975
BLANKET ORDER RELEASES	2,887	3,027	2,585	1,837	2,202
DIRECT PAYMENTS	7,508	6,320	5,871	5,777	4,920
VALUE OF PO'S, CO'S, BLANKET RELEASES, DP'S	\$364,433,651	\$489,469,612	\$433,558,631	\$474,995,511	\$441,202,500
PROCUREMENT CARD TRANSACTIONS	78,317	82,300	79,421	76,217	69,099
VALUE OF P-CARD TRANSACTIONS	\$35,883,387	\$37,037,224	\$36,000,776	\$41,982,144	\$47,988,125
TOTAL TRANSACTIONS	90,800	93,812	90,088	86,012	78,196
TOTAL VALUE	\$400,317,038	\$526,506,836	\$469,559,407	\$516,977,655	\$489,190,625

a fiscal year's overview

PROCUREMENT ACTIVITY

**PURCHASES OVER \$25,000- FY 2021
NUMBER OF PROCUREMENT METHODS**

- EMERGENCY
- IFB
- MOU
- OPEN END
- PIGGYBACK
- PROFESSIONAL SERVICES
- RFP
- RFQ
- SOLE SOURCE



a year's overview

LOCAL BUSINESS SPEND

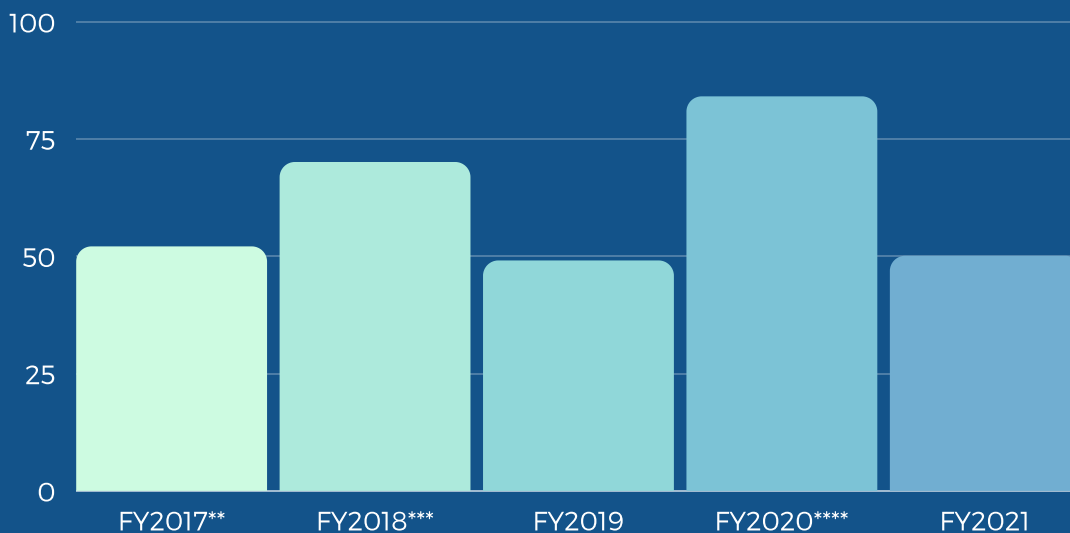
In FY 2021, the value of contracts awarded to local businesses based in Anne Arundel County was \$71,888,633 or 14.7% of Total Spending (\$489,190,625).

	PURCHASE ORDERS	PROCUREMENT CARDS	TOTAL SPEND
ANNE ARUNDEL COUNTY BASED BUSINESSES	\$61,755,453	\$10,133,180	\$71,888,633
ANNE ARUNDEL COUNTY % OF TOTAL SPENDING	13.9%	21.1%	14.7%
TOTAL SPENDING	\$441,202,500	\$47,988,125	\$489,190,625

CONSTRUCTION CONTRACTS

In FY21, construction contract awards and the value of these awards leveled back down to the similar number of awards made in Fiscal Years 17-19. The Engineers Estimates is slightly lower than the value of the awarded contracts this year which can be attributed to the competitive bidding market that we have experienced throughout FY21.

NUMBER OF CONSTRUCTION CONTRACTS AWARDED

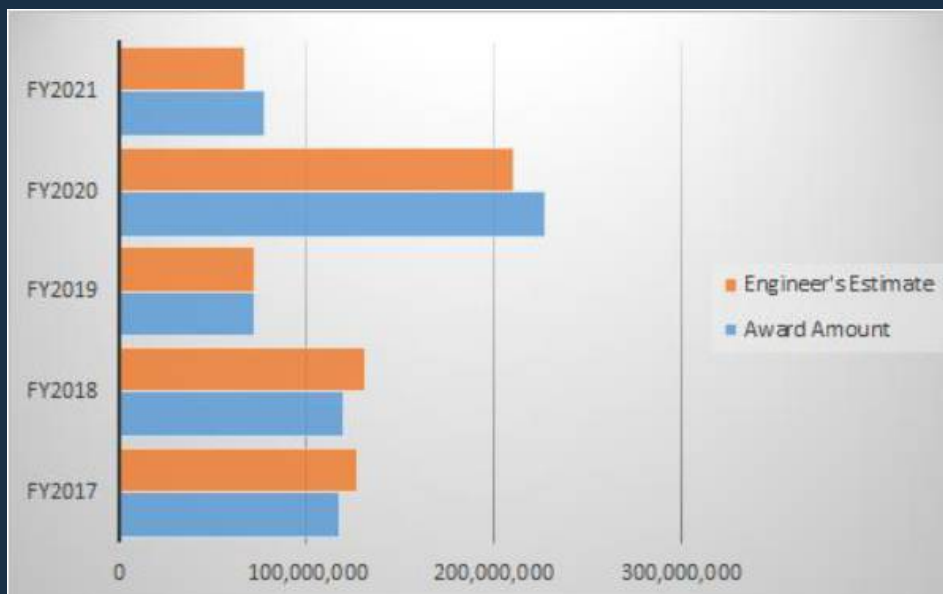


** Police Training Academy - \$10,795,059

*** Annapolis Community Library - \$12,383,470

**** Road Resurfacing Task Order Contracts - \$111,000,000

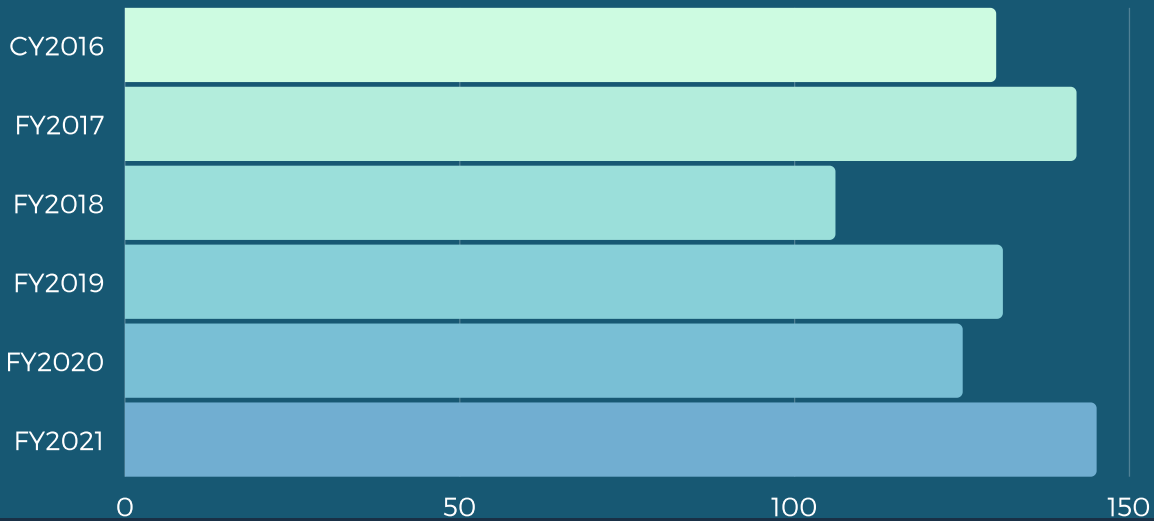
VALUE OF AWARDS & ENGINEER'S ESTIMATE



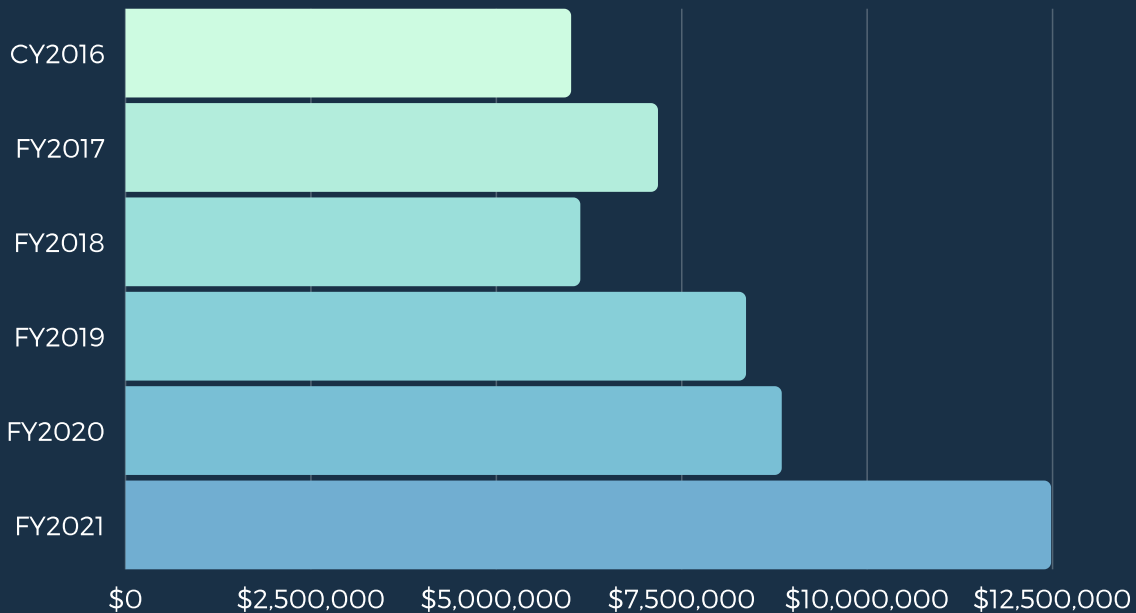
ARCHITECTURE, ENGINEERING, OPEN END TASKS

The following tables show the number and value of task order purchase orders and change orders issued during FY21 under the Architect/Engineering Open End contracts. The number and value of Architect/Engineering Open End Contracts increased by 12.5% and 33.5% respectively due to the increase to the open end contracts from \$100,000 to \$250,000 per task.

NUMBER OF ARCHITECT/ENGINEERING OPEN END PURCHASE ORDERS



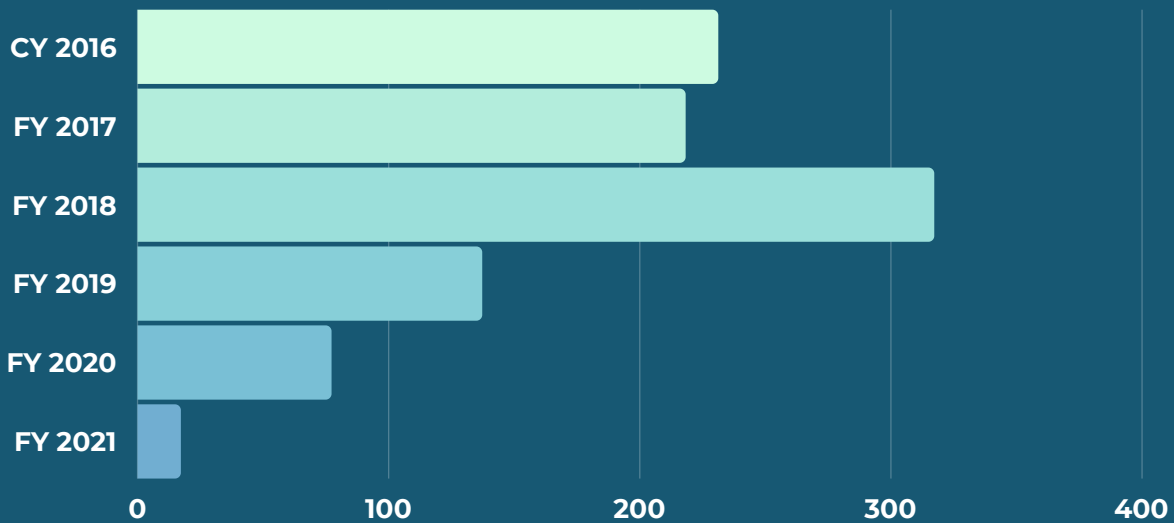
VALUE OF ARCHITECT/ENGINEERING OPEN END PURCHASE ORDERS



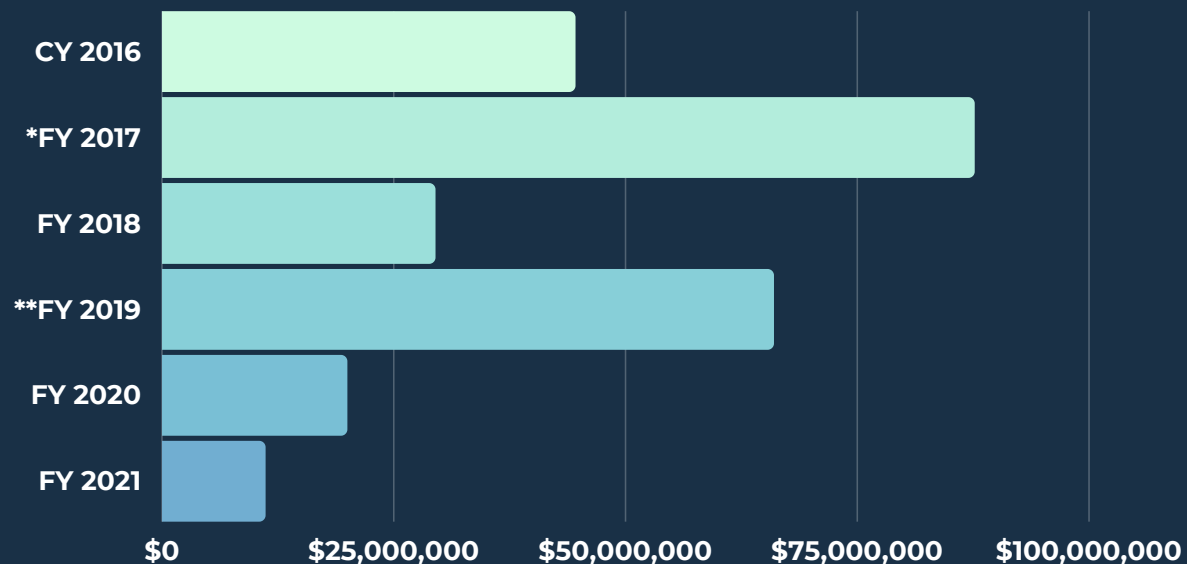
ARCHITECTURE, ENGINEERING AND MISCELLANEOUS SERVICE

The following tables show the number and value of Agreements awarded in FY20. In FY20 the County awarded 77 formal service agreements. The number of awards decreased by about 44% from last year. There were no large agreements awarded during this time frame. The number of A/E contracts are down due to an increase in usage of the A/E Open End Agreements and Task Order Agreements. The miscellaneous service agreements are down due to County operations being modified during COVID-19.

NUMBER OF AGREEMENTS AWARDED



VALUE OF AGREEMENTS AWARDS

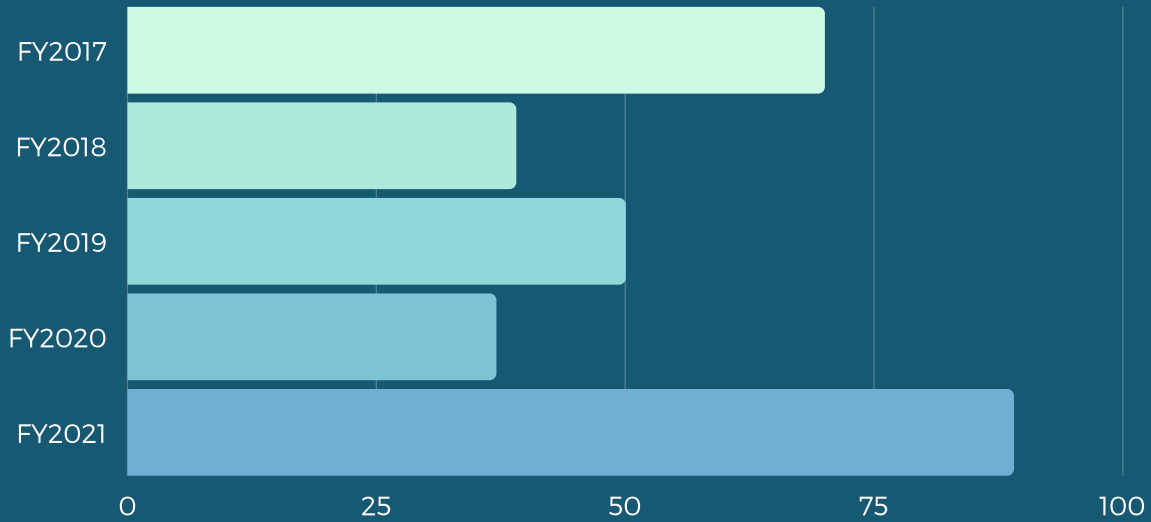


*Annapolis Solar Park 3,4,5	\$21,135,000	** Assignment of Annapolis Solar Park	\$21,135,000
*Curbside Recycling Yard Waste & Trash Collection SA 3,10, 12, 15	\$9,982,984	** Group Dental Benefits	\$5,499,066
*Program Management Services	\$7,731,927	** Land Management Core System	\$7,615,417
*Medical Plan Admin. Active Employees and Pre Age 65 Retirees	\$7,716,000		

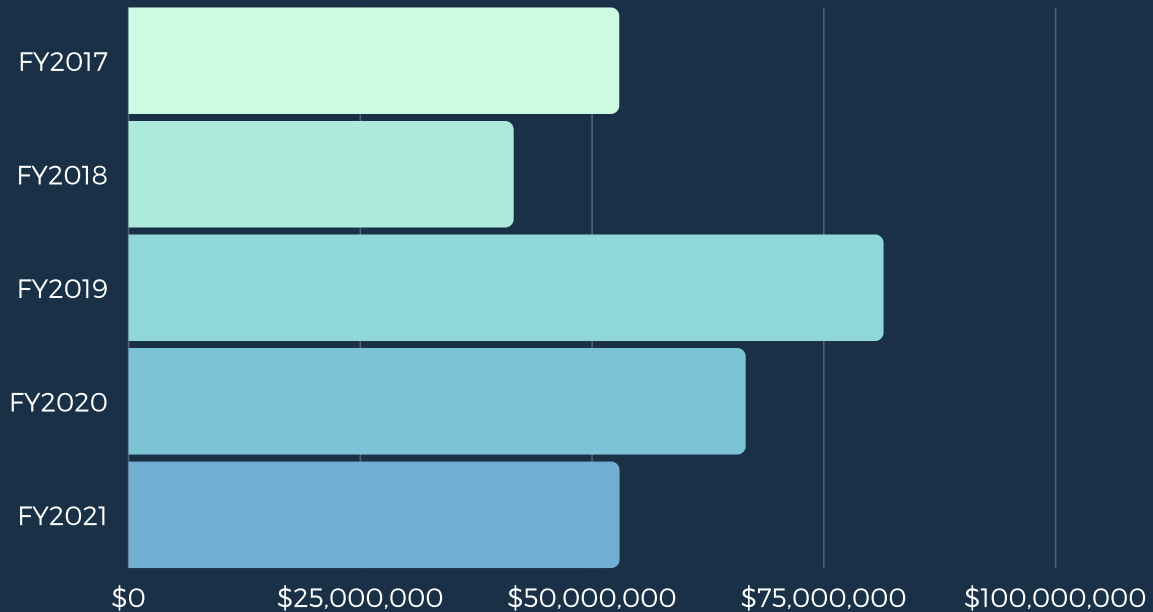
NEW BIDS, BLANKETS, AND PRICE AGREEMENT CONTRACTS

The following tables show the number of formal bids solicited and the value of the resulting Blanket Contracts and Price Agreements awarded in FY21. There were 229 contracts awarded from the 124 formal solicitations, 118 of these were for snow plowing services.

NUMBER OF AWARDS



VALUE OF AWARDS





a fiscal year's overview

COVID-19 EMERGENCY PROCUREMENT

FY2021 included months 5 through 16 of the global pandemic. During that time, the County went through a dramatic change in our COVID procurement support. We began the fiscal year still sourcing hundreds of thousands of dollars monthly of COVID-related PPE for medical and public safety officials. As international and national supply chains for these commodities began to stabilize and our emergency storage inventory remained at stable burn rates, the County's procurement COVID operation transitioned to increasing infrastructure for testing facilities. This included replacing tent-based operations for drive-through testing with more permanent structures able to sustain long-term operations. It also included standing up a Mass Vaccination Operation at the Navy Stadium that was in partnership with State and Local Authorities. The County relied on Purchasing to quickly mobilize contracts for pharmacists and medical transportation companies to provide vaccines for the Navy Mass Vaccination Site.

In addition, the County executed multiple contracts to support the Non-Congregate shelter operations housing, those members of the County that were without adequate housing and susceptible of contracting Covid-19. Throughout the year, more than 400 at-risk County residents were protected in these facilities to ensure they had adequate shelter and medical support during high points of the worldwide pandemic.

sourcing goals - fiscal year 2021

CATEGORY MANAGEMENT PROGRAM



The County Category Management program continues growth in order to provide operational efficiencies and a reduction in overall county expenditures for goods and services. While the program is still developing, new initiatives and goals have been established for this fiscal year as noted below.

Accomplishments FY21

- Achieved over \$2M in savings through Category Management buying efforts
- Developed education aides for Buyers and Agencies to drive knowledge of strategic sourcing, cooperative purchasing, and category management.
- Creation and distribution of quarterly Commodity CONES to educate end-users of efficient and cost-effective ways to purchase key addressable spend commodity areas.
- Review and evaluation of spend analytic tools that can be used to optimize cost efficiency, spend visibility, and strategic sourcing.



sourcing goals - fiscal year 2021

CATEGORY MANAGEMENT PROGRAM



Category Management & Sourcing Goals for FY22

- Lead a national cooperative procurement
- Achieve a minimum of \$2M in savings through Category Management
- Development of category management and supplier performance within the new County ERP system
- Continued creation and distribution of quarterly Commodity CONES to educate end-users of efficient and cost-effective ways to purchase key addressable spend commodity awards.



eProcurement system - PORT

PROCUREMENT OPERATIONS RESOURCE TECHNOLOGY

The County's eProcurement system, also known as PORT (Procurement Operations Resource Technology), is a secure, user-friendly, web-based system using WebProcure software, an application that streamlines the processing of purchases, including agreements and vendor management, from requisition to contract award.

The system supports a vendor-based registration system allowing potential bidders to submit online digital responses to solicitations, formal and informal, as well as receive and sign contract awards for Invitations for Bids (IFB), Requests for Quotes (RFQ), Request for Proposals (RFP), emergency and sole source awards.

Both the County Purchasing Division and vendors have realized reductions in postal and paper costs by submitting digital responses to solicitations. In FY21, the Purchasing Division continued to add new functionality, such as establishing a Contract Board for internal use.

CONTRACT MIGRATION

The County has been actively migrating active contracts established by Purchasing to the new eProcurement System. This allows us to yield benefits from having a single, unified repository of our contracts. The PORT database helps us to identify obligations to renew and amend contracts in accordance with the terms of the contract. The process includes:

- Scanning all paper documents into a database
- Extract data points from these contracts and build contract templates
- Upload contract templates and documents to the PORT System
- Publish on the County's Intranet Contract Board

We currently have about 200 contracts uploaded to the Contract Board. The migration efforts will result in reduced risks of facing penalties or loss of resources and services due to premature expirations. It will also provide quick access to all active contracts, which will become available for research once they have expired and are placed in archives.

FISCAL 2021 Accomplishments in PORT:

- Over 775 new vendors have registered with the PORT system.
- Buyers issued 125 Solicitations.
- 133 Contracts were awarded and digitally signed.
- Integrated the Vendor Registration module with the County's ERP system.

FISCAL 2022 PORT Goals:

- Move forward with integration with the County's new ERP System (Workday).
- Increase Contract migration efforts, to include scanning of all active files not yet digitized.

small business

MINORITY BUSINESS ENTERPRISE PROGRAM



ANNE ARUNDEL
COUNTY
MARYLAND

Minority Business
Enterprise Program

Overview

MBE ACCOMPLISHMENTS

Led by our MBE Coordinator, the Purchasing Division has launched three successful outreach events focused on increasing small procurement spend with interested local small, minority businesses.

The MBE Coordinator has undertaken multiple initiatives to coordinate activities, identify potential opportunities for MBEs, and ensure MBEs know how to bid on County procurements. The MBE Coordinator has built strong minority business relationships through attending events such as the African Diaspora Affairs' Presentation, Virtual NOAA Small Business Industry Day, Webinar Marketing to Anne Arundel County - PTAC, and many more.

The MBE Coordinator has been working directly with the County Executive's Diversity & Multicultural Outreach Officer on upcoming procurements and helping to bridge a connection with local minority groups, improving communications, and increasing their knowledge of how the County procurement process works and available opportunities within Anne Arundel County.

The MBE Coordinator has partnered with the Economic Development Corporation as a judge for their newly initiated IVP Program.

The MBE Coordinator continues to hold during Covid-19 teleconferences and Zoom meetings with local businesses on outlining their needs and the available resources to help them advance.

Through increased analysis, the MBE Coordinator has led the effort to conduct further analysis on the County's total Enterprise One purchase order data focused on capturing previously classified Small Business procurement awards. The MBE Coordinator combed through the total unclassified Enterprise One spend and investigated the associated businesses to determine if the business met the Small Business Administrations (SBA) classification requirements. In doing so, she identified more than \$29.3M of previously unreported Small Business procurement awards.

small business

MINORITY BUSINESS ENTERPRISE PROGRAM

The MBE Coordinator is connecting with networks of MBE/Small businesses through attending, hosting, and presenting at MBE/Small business based events such as:

- MACO
- ABC's Diversity Summit,
- ABC's May Network @Night: Small Business Circle in Baltimore,
- American Express Summit for Success: Washington, D.C. (Contract Connections one on one meetings with Companies),
- The Governor's Ready Set Grow events,
- The GovConnect Pathway to Growth Procurement Conference Expo with Montgomery County
- Clark's Strategic Partnership Program Small Business Graduation
- Meet the Primes
- Maryland Live MBE/Small business events
- BWI Synergy events
- The African American Roundtable
- WBNEC webinar on "How to work with Anne Arundel County" and SCORE Roundtable.

These platforms allow MBE/Small businesses to have direct contact and information from Anne Arundel County.

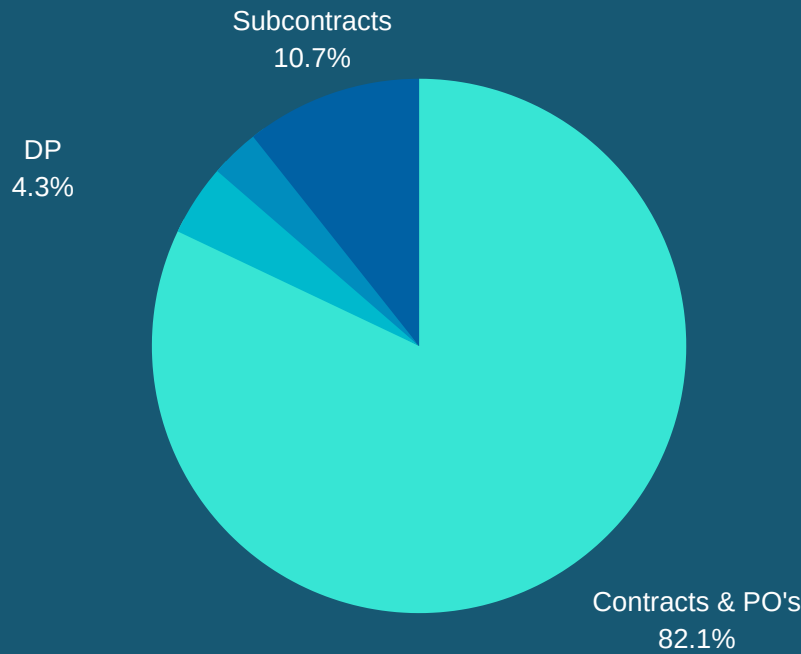
The Coordinator regularly communicates through social media and local outreach platforms such as MWMCA (Md. Washington Minority Companies Association), WBNEC (Women's Business Enterprise National Council), MBX (Maryland Business Connect), and LinkedIn to keep Minority/SB businesses abreast on what procurement and learning opportunities in Anne Arundel County will benefit the growth of their businesses.



small business

MINORITY BUSINESS ENTERPRISE PROGRAM

In FY 2021, 11% of our total MBE awards came from applicable construction subcontracts, A little over 4% of our total MBE awards came from direct payments and the remaining 82% came from our County Contracts and PO's issued.



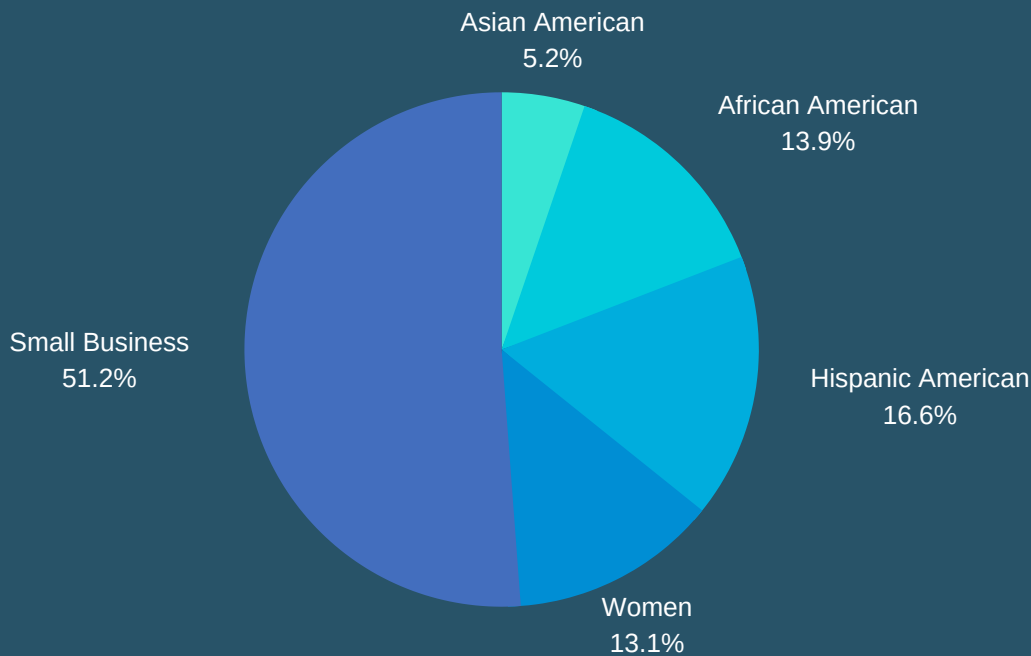
In FY 2021, the dollar value of total purchasing awards decreased slightly by 5.4% percent. That being said, increased efforts in our analysis has helped us improve our SBE to now include all Enterprise One data which has lead us to 61% growth in the number of WMSBE Businesses year over year.

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
MBE AWARDS	\$47,287,119	\$48,443,526	\$53,282,155	\$53,402,508	\$85,823,274
TOTAL PURCHASING	\$400,317,292	\$526,506,836	\$469,559,407	\$516,977,655	\$489,190,625
M/WBE/SBE PARTICIPATION	12%	9%	11%	10%	18%
INCREASE IN MBE/SBE # OF BUSINESSES	0%	2%	2%	0%	61%

small business

MINORITY BUSINESS ENTERPRISE PROGRAM

In FY 2021, Women-Owned businesses received 13.1 % of the awards. African American-Owned businesses were awarded 13.9%. The following chart and graph illustrates the percent participation and total awards of by classification.



	CONTRACTS & PURCHASE ORDERS	DIRECT PAYMENTS	PROCUREMENT CARD	SUBCONTRACT OR PAYMENTS	TOTAL SPEND	PERCENT TOTAL
ASIAN AMERICAN	\$4,424,176	\$14,427	\$46,592	\$1,183	\$4,486,379	5.23%
AFRICAN AMERICAN	\$11,514,597	\$117,164	\$287,737	\$17,288	\$11,936,789	13.91%
HISPANIC AMERICAN	\$8,758,596	\$54,640	\$23,601	\$5,431,911	\$14,268,749	16.63%
WOMEN	\$8,813,473	\$1,414,495	\$731,102	\$241,213	\$11,200,284	13.05%
SMALL BUSINESS	\$36,907,305	\$2,098,993	\$1,457,294	\$3,467,477	\$43,931,070	51.19%
TOTAL	\$70,418,149	\$3,699,722	\$2,546,328	\$9,159,074	\$85,823,274	100%

small business

MINORITY BUSINESS ENTERPRISE PROGRAM



MINORITY SMALL BUSINESS GOALS FOR FY 2022

- Increase local MBE/Small Business participation in Anne Arundel County's procurement and continue to encourage local businesses to register in our eProcurement system
- Continue to develop MBE/Small Business Small procurement Outreach Fairs helping to get connect WMSBE businesses to small procurement opportunities
- Assist in completing Anne Arundel County's first Disparity Study which will identify best practices and ideas to adjust County procurement processes to increase opportunities for MBE/Small Businesses.
- Streamline the annual fiscal year reports for Minority/Small Businesses by reviewing quarterly reports.
- Coordinate with Purchasing Buyers to report to the MBE Coordinator all Minority/Small Business Procurements when awarded, to monitor their progress and growth.
- Continue working with Purchasing Buyers on solicitations, to send out via email to registered Minority/Small Businesses in WMSBE Database.

a fiscal year's overview

NON-CAPITAL FIXED ASSETS

The Non-Capital Fixed Asset Program manages approximately 16,000 non-capital assets. The reporting, safeguarding, and accounting for these items require the assistance of the County Property Coordinators as well as the Property Control and Accountability Manager.

The County uses the online auction site, PropertySurplus.com, to turn its surplus items into revenue for the County. For fiscal 2021, we conducted twenty-three (23) auctions which yielded \$53,879 in revenue for the County.

The 2020 Annual Non-Capital Fixed Asset inventory was completed and the close-out memo was submitted on November 16, 2020. Every year over the past several years we have strived to get inventory completed in an earlier time frame. The 2020 year inventory was the earliest that it has ever been completed. The final count for inventory was 520 unaccounted items, representing 3.1% of the total active items. This represents an increase of 248 items over the previous year of 272 missing items. We attribute this major increase due to the deployment of a lot of IT equipment for the COVID-19 crisis, changeover in property coordinators in Departments, and coordinators' efforts.

We fully migrated to the new asset inventory application for inventory. With this application, the PC&A Manager is provided with backup information and can now tell how an item was verified. If it was verified by being scanned, manually entered, manually verified or verified by the use of Lansweeper (pings devices on the network) by whom, the date and time. The asset inventory application tool has improved inventory completion times and has made the inventory process more efficient.

The 2021 Pre-Inventory meetings and training for the newly updated application were held in June 2021 for property coordinators. The 2021 Annual Non-Capital Fixed Asset inventory began on July 1, 2021, and is expected to be completed by December 2021.

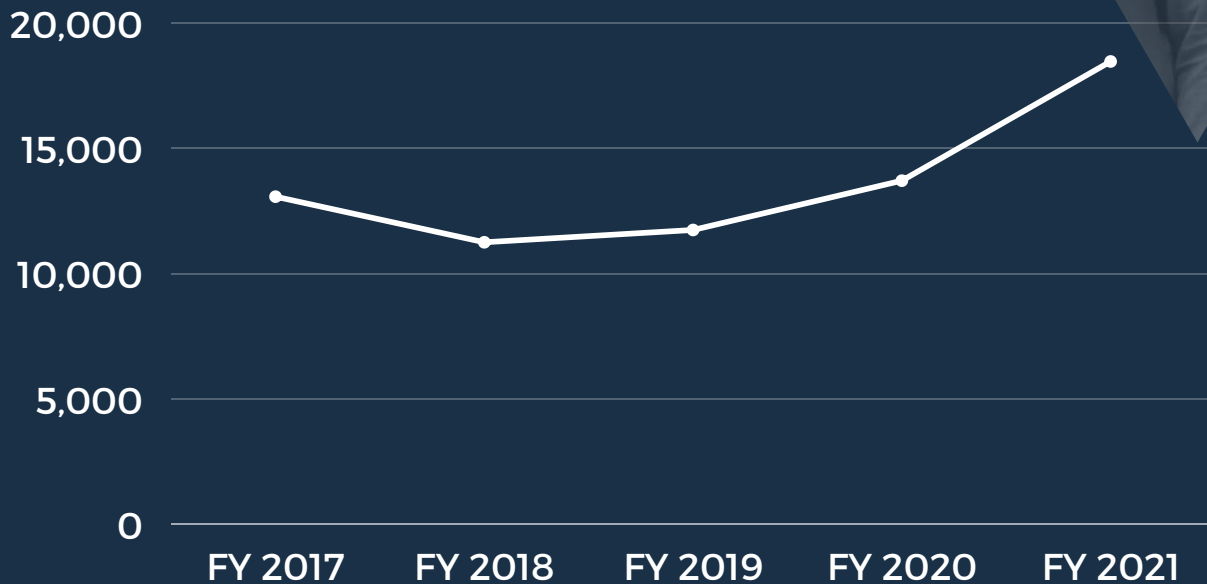
Purchasing continues to encourage Departments to attend training throughout the year. The PC&A Manager conducts training classes for new Property Coordinators, refresher classes for those Property Coordinators needing additional help in Asset Management, and also provides Pre-Inventory Training classes. The PC&A Manager continues to work with Departments to ensure proper documentation is created when items are moved for any reason.

The County continues to use the Print Portal Program and has transitioned over to W.B Mason. With over 135 users, the PC&A Manager has conducted one-on-one training sessions for the Print Portal.

mailroom activity

NUMBER OF PARCELS DELIVERED

In FY 2021, 18,476 parcel packages were received and delivered within the County. This is an increase of 34.74% over last year.



The Mailroom consists of one (1) Mailroom Supervisor, three (3) Mail Clerks, and one (1) part-time shop assistant. Staff are responsible for the security and handling of County-wide mail pick-up at approximately 200 mail stops and delivery and processing of all incoming and outgoing mail and parcel packages.

The County mail distribution system operates from two (2) Mailroom locations in the Arundel Center and the Heritage Complex. In FY 2021, 18,476 parcel packages were received and delivered within the County. This is an increase of 34.74% over last fiscal year.

Throughout the continued COVID-19 Health Crisis the Mailroom maintained daily operations by delivering mail to all mail stops, which helps keep County operating.

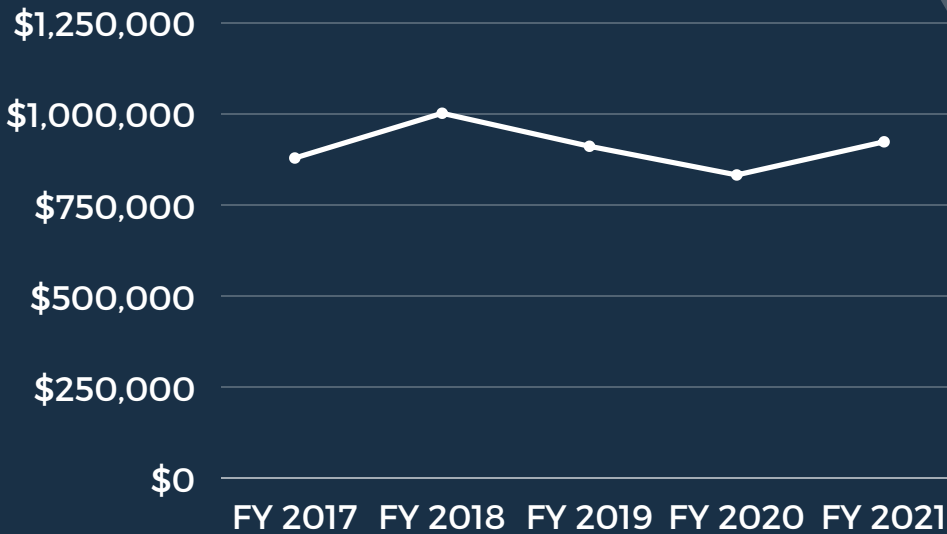
For the 2021 fiscal year, the Mailroom processed 1,732,107 pieces of outgoing mail. This included 1,027,496 pieces of bulk mail for insertion jobs processed and 704,611 additional pieces of routine mail processed through the mailing machines. The outgoing mail has increased 9.15% over FY2020 and continues to increase with more employees returning to work and County buildings reopening. The incoming mail continues to be significant in volume.

The County saw an increase of 145,217 pieces of outgoing mail from FY20 to FY21, a 9.15% increase. Additionally, Our Mail Room saw an increase of 4,764 parcel packages were received and delivered within the County, an increase of 34.74% over last fiscal year.

mailroom activity

POSTAGE SPENT

In FY 2021, the mailroom spent a total of \$832,784 in postage. The average amount spent on postage over the last four years is approximately \$906,000. Due to the Covid-19 pandemic, the County saved 8.6% in postage during FY 2021. In further comparison, from March through June the County saved 20% in postage when compare to FY19.



MAILROOM INITIATIVES

We implemented new reporting metrics to count incoming and inter-office mail volumes and will continue to develop and improve on reporting metrics.

The Mailroom Supervisor will also begin working on updating the standard operating procedures to find efficiencies.

PLANS FOR FY 2022

As the County's operation moves to more digital methods of communication, the Mailroom will be focused on finding new and creative ways to streamline County mail operations. This includes

- Evaluating and rationalizing PO Box operations,
- Investigating cooperative contracts to lower County costs for bulk mail operations
- Re-analyzing security procedures to ensure County mail moves efficiently and safely



disposal of surplus

SUPPLIES & EQUIPMENT RECYCLING REVENUE

SUPPLIES AND EQUIPMENT

In FY21 the County disposed of surplus supplies, equipment, and vehicles. The total revenue generated from the sale of surplus supplies, equipment, and vehicles were \$627,634.

RECYCLING REVENUE

The Waste Management Fund earned \$114,894 from the curbside recycling program. This included new categories for Textiles, Cooking Oil, Electronics, Batteries and Used Oil.

	FY 17	FY 18	FY 19	FY 20	FY 21
AUCTION OF SURPLUS VEHICLES, EQUIPMENT & MATERIALS	\$322,748	\$156,936	\$742,672	\$699,013	\$512,739
ALUMINUM		\$16,632	\$14,858	\$2,837	\$14,527
COMPOST		\$33,143	\$32,584	\$0	\$0
SANDSTONE		\$44,290	\$14,006	\$1,163	\$12,281
VINYL SIDING		\$2,597	\$2,237	\$2,405	\$1,425
CORRUGATED CARDBOARD	\$48,314	\$26,451	\$25,859	\$29,888	\$15,770
TEXTILES			\$12,897	\$8,853	\$12,150
COOKING OIL			\$1,709	\$1,703	\$2,503
ELECTRONICS			\$10,448	\$6,832	\$0
BATTERIES			\$51,243	\$34,698	\$58,739
USED MOTOR OIL			\$11,344	\$9,831	\$0
TOTAL PROCEEDS FROM SURPLUS SALES			\$919,860	\$797,223	\$627,634



The Best Place-For All

ANNE ARUNDEL COUNTY GOVERNMENT
OFFICE OF CENTRAL SERVICES
PURCHASING DIVISION

HERITAGE OFFICE COMPLEX
2660 RIVA ROAD, MS 9302
ANNAPOLIS, MD 21401

CHRISTINE ANDERSON , CENTRAL SERVICES OFFICER

ANDREW HIME, CPSM, PURCHASING AGENT