



The Best Place-For All

OFFICE OF CENTRAL SERVICES
PURCHASING DIVISION

FY20 ANNUAL REPORT

SUBMITTED TO:

*The Honorable Steuart Pittman,
County Executive*

AND THE HONORABLE MEMBERS OF THE COUNTY COUNCIL:

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FY
2020

*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) 2020 the Division had a staff of twenty-four (24) full-time merit employees, one contractual management aide, and one part-time contractual mail clerk. Our Buyer Teams have been reorganized into five (5) categories, which has helped to more evenly distribute 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, developing the skills and qualifications of staff while supplying County agencies goods and services to combat the COVID-19 Pandemic.

In FY20, the Purchasing Division processed 86,012 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 \$516,977,655. In addition the Purchasing Division has an exceptional Mailroom Delivery team that ensures that the mail for all County facilities is promptly delivered and sent out every day. In FY20, the Mail service staff handled 1,586,890 pieces of outgoing mail, with a cost of \$832,784, and 13,712 incoming parcels.

We are proud of this effort to grow the diversity of our supplier and contractor base. Since FY19 the Purchasing Division has seen the total dollars awarded to small and minority businesses increase. Over the last several years, the Purchasing Division has continued to see a growth in the total dollars spent regardless of fluctuations in the total County's procurement spend. We are excited to continue to make progress on growing the MBE operation in the years to come.

In FY20, the County spent \$53.4 million with Minority, Veteran, Small, and Women-owned Business Enterprises. We expect this number to continue to grow with a focus on outreach, education, and training, and communication with potential minority and small business vendors.



TEAM PLEDGE

VISION STATEMENT

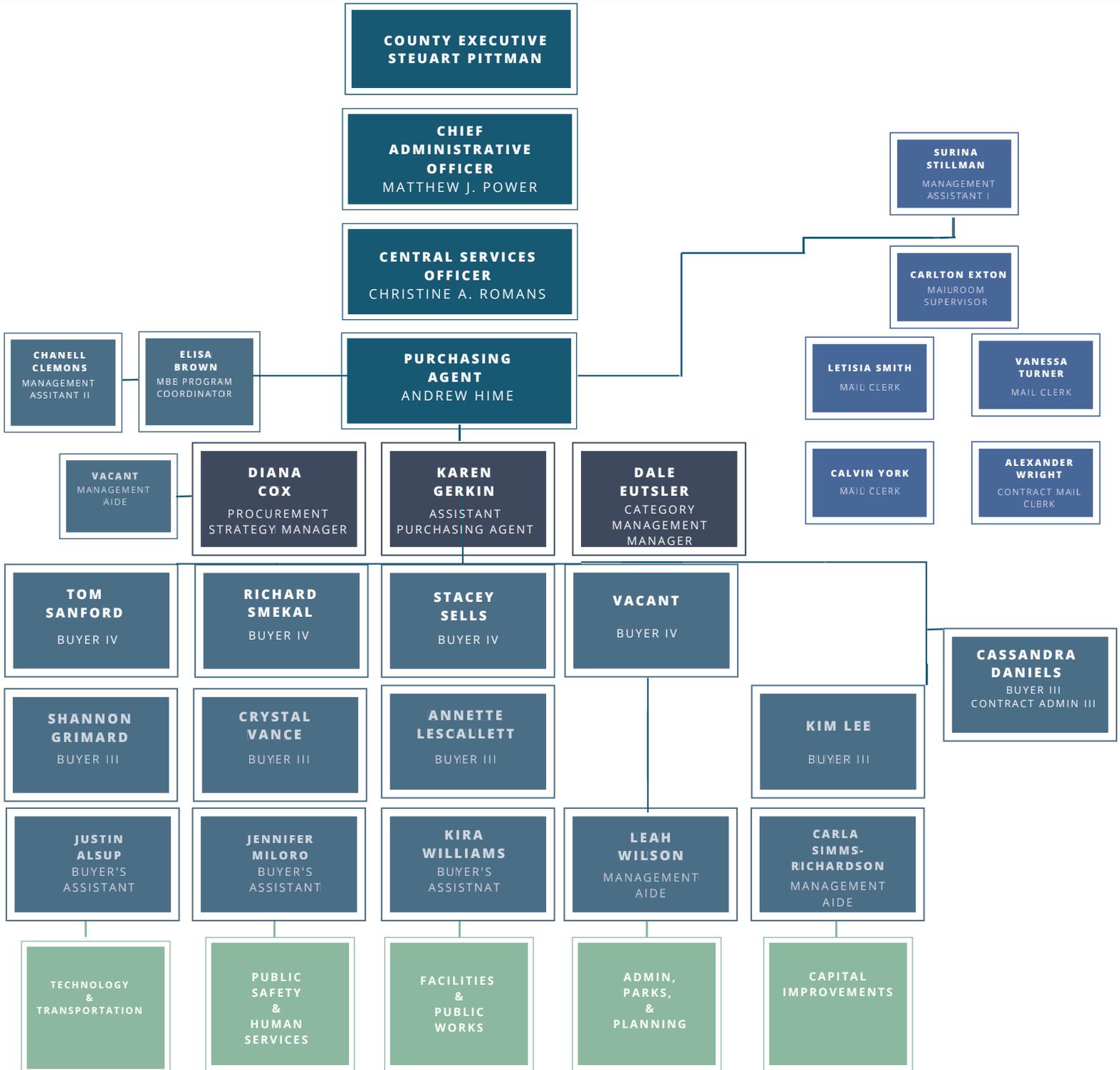
The procurement team pledge is to create an inclusive, first class work experience so staff can have an encouraging atmosphere. We offer an environment of accountability, empowerment and universal trust, as well as quality work that is essential to the team's success.

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

PURCHASING TEAM



FY21 GOALS

*fiscal year 2021***STRATEGIC GOALS**

1

Continue to refine and develop the Purchasing Division's category management program.

2

Generate \$4M in total savings for the County.

3

Lead at least one national or regional cooperative procurement.

4

Improve the use and of the PORT system and quantify the efficiency achieved.

5

Refine and continue to update and modernize the Purchasing Website and County available information.

6

Identify additional efficiency and further reduce the procurement cycle time across all procurement methods.

7

Continue to foster the division culture, team unity, and focus on providing exceptional customer service.

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

Help continue to grow the professional development of the buyers.

10

Develop internal purchasing training through collaboration by the Procurement Strategy Manager and the Assistant Purchasing Agent to help grow and develop the efficiency and the effectiveness of the buyers and support staff.

fiscal year 2021

NEW INITIATIVES

New Initiatives for the fiscal year 2021 are to increase efficiency in the procurement process in three areas as follows:

1.) OPERATIONAL

Provided that the Charter Amendment is adopted, we look to work with the Council to successfully pass legislation to increase the small procurement threshold to \$100,000 which will reduce a number of formal procurement into informal procurement effectively reducing the time to procure goods and services as well as the administrative workload for Purchasing and County Agencies.

We are planning on releasing a disparity study RFP to provide expert recommendation to help grow the County MBE program and steps that the County can take now and in the future to make these changes a reality.

We are currently working on implementing a Public Contract Board on our website to become more transparent and to facilitate public information act requests.

We are working on a procurement forecast notification process to let interested bidders know what is coming up on the horizon over the next year.

2.) POLICY

The Purchasing Division looks to further streamline and standardize the workload of the support staff to fit our digital procurement operation.

We are working with the Office of Information Technology (OIT) to implement changes to the Purchasing Regulations that will increase the speed and efficiency of how we are able to execute software license agreements.

3.) TOOLS AND SYSTEMS

Purchasing will issue an RFI to investigate a spend analytics tool to better understand the County's spend to better optimize our sourcing strategy.

Purchasing will be working with OIT to make progress creating the most critical point of integration with the PORT system and our ERP system so that PO's and requisition are connected through a singular process.

We are working to implement the Order Management Module of WebProcure (PORT) to add purchase orders, catalogs, receipts, and invoices.

We will take advantage of the PORT eprocurement tool to create Online Supplier Catalogs (from awarded contracts) that agencies can use to place orders for products and services electronically in a retail-like shopping experience (place items in a cart, checkout). This new method when using PORT will allow ordering off of contracts more efficient, saving time for the end users.

fiscal year 2020

HIGHLIGHTS & ACCOMPLISHMENTS

GENERAL ACCOMPLISHMENTS

The Purchasing Division was able to realize approximately \$1.1M in savings through cost avoidance and cost-saving efforts directly connected to our category management based procurement operation.

The Purchasing Division was able to effectively source during a worldwide pandemic over \$12M of goods and services needed to combat COVID-19.

Purchasing was able to lead the regional effort to partner with local distilleries to supply hand sanitizer to a large number of local and federal entities in the DC - Baltimore area.

The Purchasing Division helped to recover \$93,000 without requiring litigation through resolving an outstanding contract dispute for the Detention facilities.

We developed and launched our Statement of Work Workshop training program aimed at providing feedback to County agencies on drafts of their statements of work. The results are improved quality of work being produced before it gets to Purchasing which helps increase the speed and the effectiveness of the procurement process once the SOW gets to the Buyer for completing the procurement.

The Purchasing Division, along with the MBE Coordinator, has created a new online directory of Minority, Veterans, Small, Disabled, and Women-Owned Businesses through the PORT system.

We successfully marketed PORT leading to an additional 1,425 companies registering and begin responding to electronic solicitations.

The Purchasing Division redesigned the annual snow removal procurement process including redesigning the solicitation process to issue contracts with four (4) renewal years. This reduces the administrative work for both County Staff and Vendors. Additionally, we moved snow workshops to more convenient times for vendors to participate like early morning appointments and weekend-based workshops.

The Purchasing Division helped stand up several contractual services to support the non-congregate sheltered population of the County including hotel lodging, laundry services, medical services, and shower rentals.

TECHNOLOGY ACCOMPLISHMENTS

The Purchasing Division launched the use of DocuSign, the primary use for routing, approving, and executing non-standard County contracts which has resulted in contracts being executed in just over one week rather than multiple weeks.

We began the contract digitization effort which includes executing new contracts built into the PORT system as well as scanning in copies of current contracts to the contracts database in PORT.

The Purchasing Division moved all bid receiving processes and pre-proposal conferences to a digital process and has been able to successfully work remotely during COVID-19.

The Purchasing Division has developed and gone live with three platforms for our social media content to improve communication and outreach with our vendor community.

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 expanded purchasing beyond their departments to be County-wide COVID-19 purchases. 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 that has improved efficiency and cost to the County.

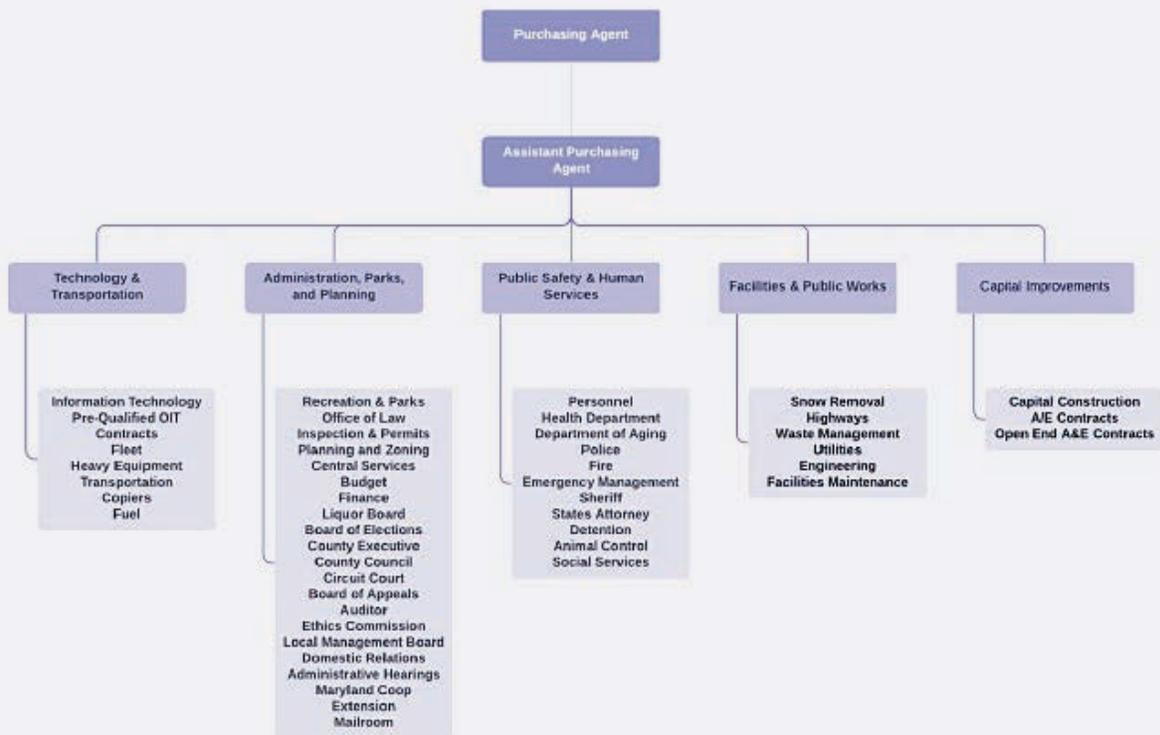
procurement operations
**CATEGORY MAP AND
 TEAMS**



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.

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.

PROCUREMENT CATEGORY MAP



a fiscal year's overview

PROCUREMENT ACTIVITY

The following chart illustrate the total annual transactions activity in Purchasing for calendar year 2016 and fiscal years 2017 through 2020.

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

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

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

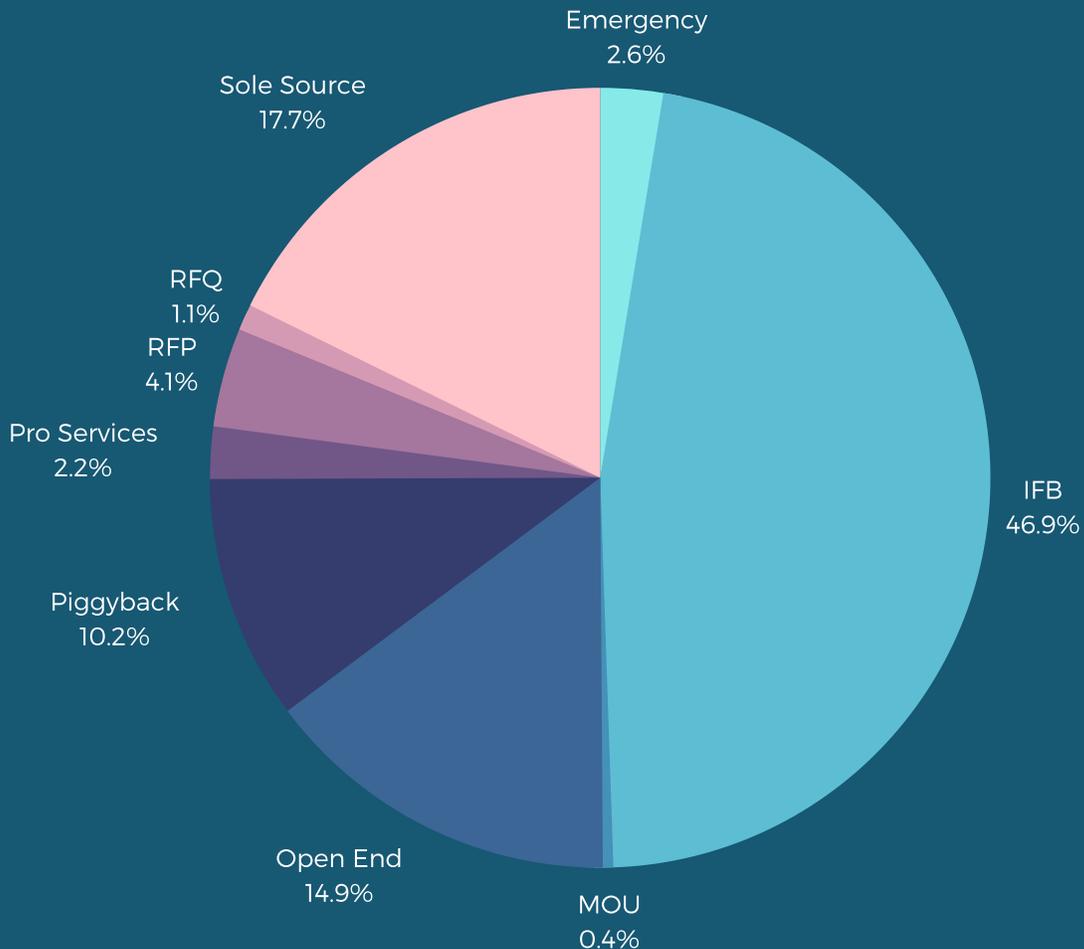
	CY16	FY17	FY18	FY19	FY20
PURCHASE ORDERS & CHANGE ORDERS	2,132	2,088	2,165	2,211	2,181
BLANKET ORDER RELEASES	2,704	2,887	3,027	2,585	1,837
DIRECT PAYMENTS	8,057	7,508	6,320	5,871	5,777
VALUE OF PO'S, CO'S, BLANKET RELEASES, DP'S	\$435,222,492	\$364,433,651	\$489,469,612	\$433,558,631	\$474,995,511
PROCUREMENT CARD TRANSACTIONS	80,479	78,317	82,300	79,421	76,217
VALUE OF P-CARD TRANSACTIONS	\$34,871,800	\$35,883,387	\$37,037,224	\$36,000,776	\$41,982,1440
TOTAL TRANSACTIONS	93,372	90,800	93,812	90,088	86,012
TOTAL VALUE	\$470,094,292	\$400,317,038	\$526,506,836	\$469,559,407	\$516,977,655

a fiscal year's overview

PROCUREMENT ACTIVITY

**PURCHASES OVER \$25,000- FY20
NUMBER OF PROCUREMENT METHODS**

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



a year's overview

LOCAL BUSINESS SPEND

In FY20, the value of contracts awarded to local businesses based in Anne Arundel County was \$84,918,555 or 16% of Total Spending (\$516,977,655).



	PURCHASE ORDERS	PROCUREMENT CARDS	TOTAL SPEND
ANNE ARUNDEL COUNTY BASED BUSINESSES	\$77,053,669	\$7,864,886	\$84,918,555
ANNE ARUNDEL COUNTY % OF TOTAL SPENDING	16%	19%	16%
TOTAL SPENDING	\$474,995,511	\$41,982,144	\$516,977,655

CONSTRUCTION CONTRACTS

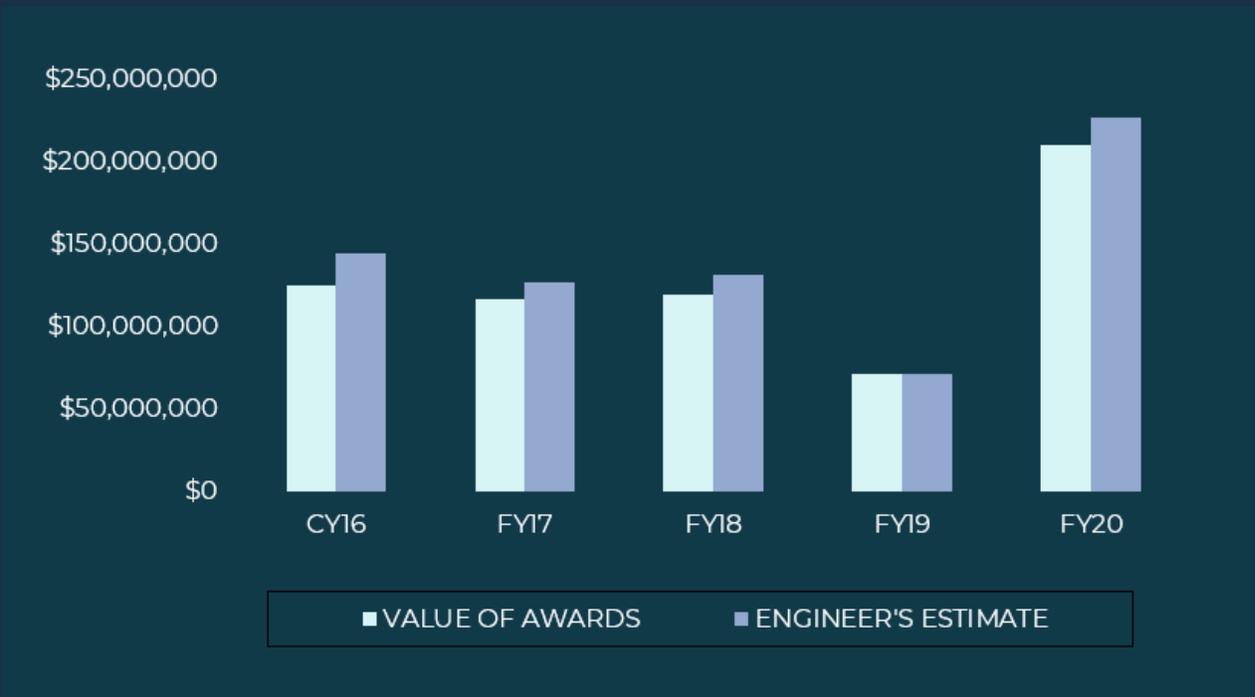
In FY20, construction contract awards and value of awards were up from previous years largely due to the twenty-six (26) task order contracts awarded for the Pavement Resurfacing Program. The overall award amount is slightly lower in value than the Engineers Estimate for FY20.

NUMBER OF CONSTRUCTION CONTRACTS AWARDED



- * Patuxent WRF Expansion - \$44,260,000
- ** Police Training Academy - \$10,795,059
- *** Annapolis Community Library - \$12,383,470
- **** Road Resurfacing Task Order Contracts - \$111,000,000

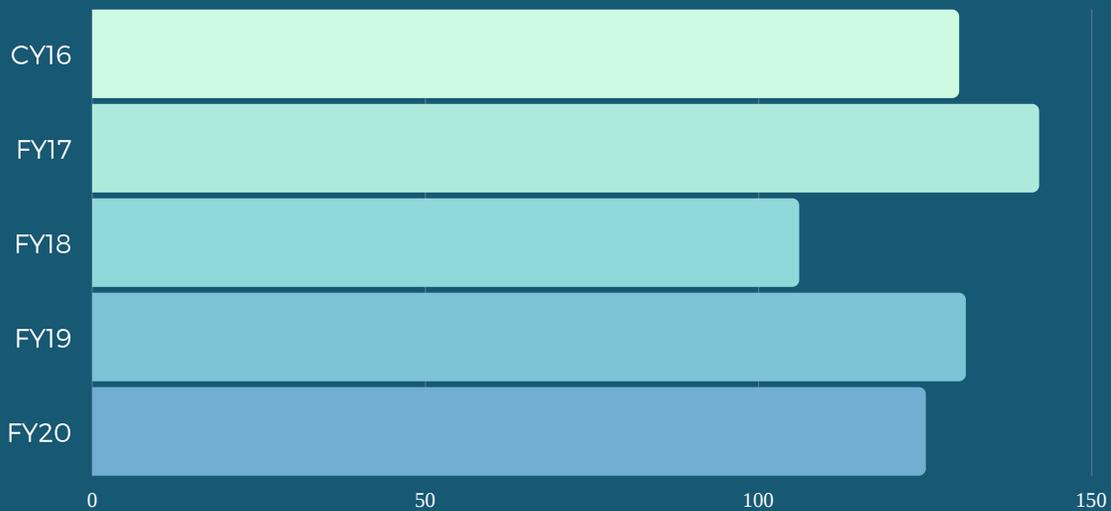
VALUE OF AWARDS & ENGINEER'S ESTIMATE



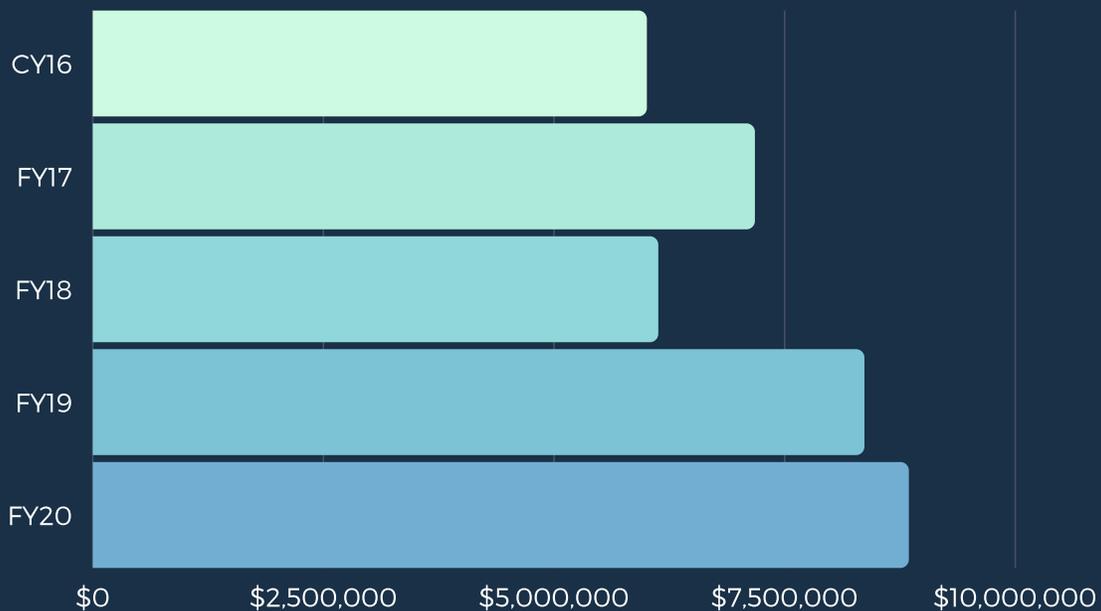
ARCHITECTURE, ENGINEERING, OPEN END TASKS

The following tables show the number and value of task orders, purchase orders and change orders issued during FY20 under the Architect/Engineering Open End contracts. The number of Architect/Engineering Open End purchase orders decreased slightly by 5% and the value increased by about 11.6%. The increase in value is contributed to the higher value per task order of \$250,000.

NUMBER OF ARCHITECT/ENGINEERING OPEN END PURCHASE ORDERS



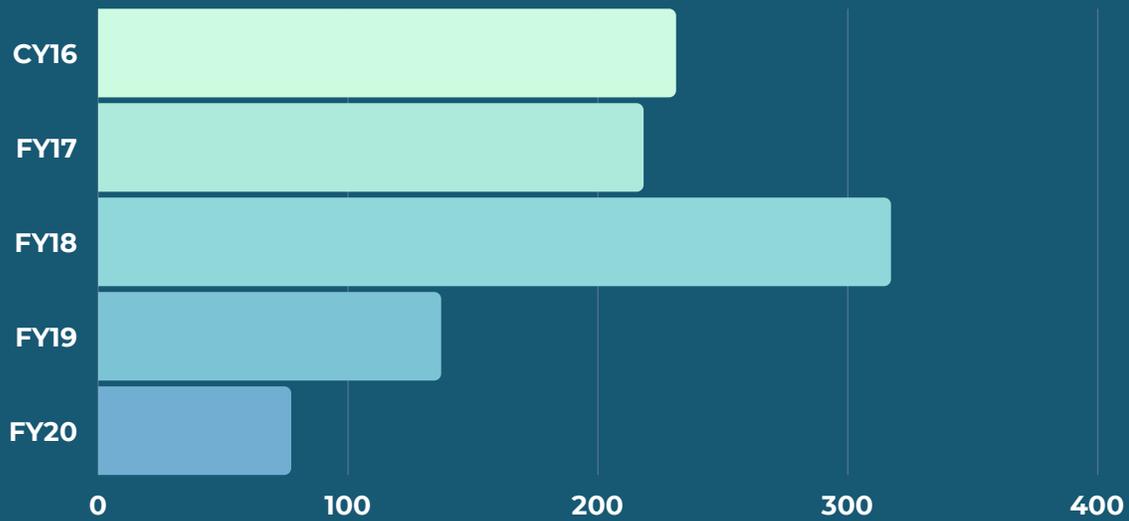
VALUE OF ARCHITECT/ENGINEERING OPEN END PURCHASE ORDERS



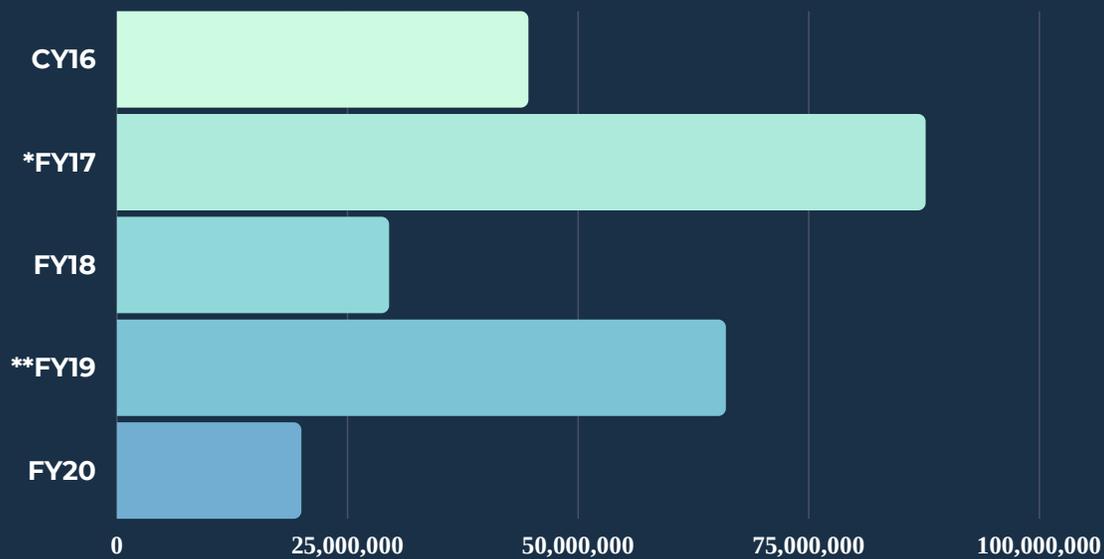
ARCHITECTURE, ENGINEERING AND MISCELLANEOUS SERVICE

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 an increase in usage of the A/E Open End Agreements and Task Order Agreements. The number of miscellaneous service agreements are down because of an increase in the issuance of Letters of Acceptance, and because we were critically short staffed for most of 2020.

NUMBER OF AGREEMENTS AWARDED



VALUE OF AGREEMENTS AWARDS

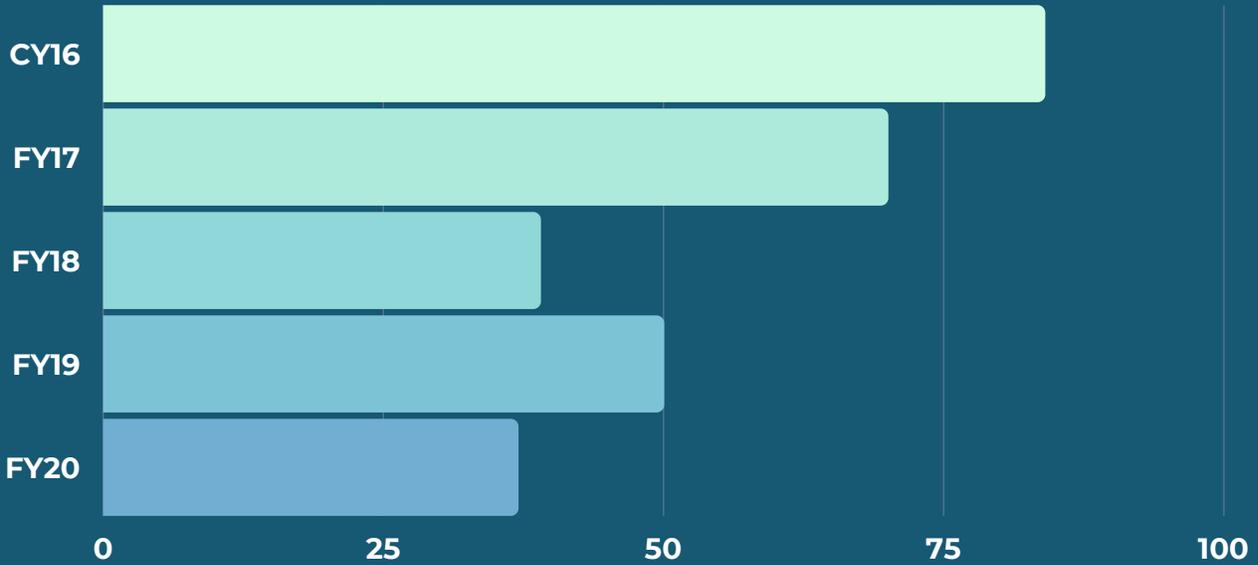


*Annapolis Solar Park 3,4,5	\$21,135,000	** Assignment of Annapolis Solar Park	\$21,135,000
*Curbside Recycling Yard Waste & Trash Collection SA 3,10, 12, 15	\$9,982,984	** Group Dental Benefits	\$5,499,066
*Program Management Services	\$7,731,927	** Land Management Core System	\$7,615,417
*Medical Plan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

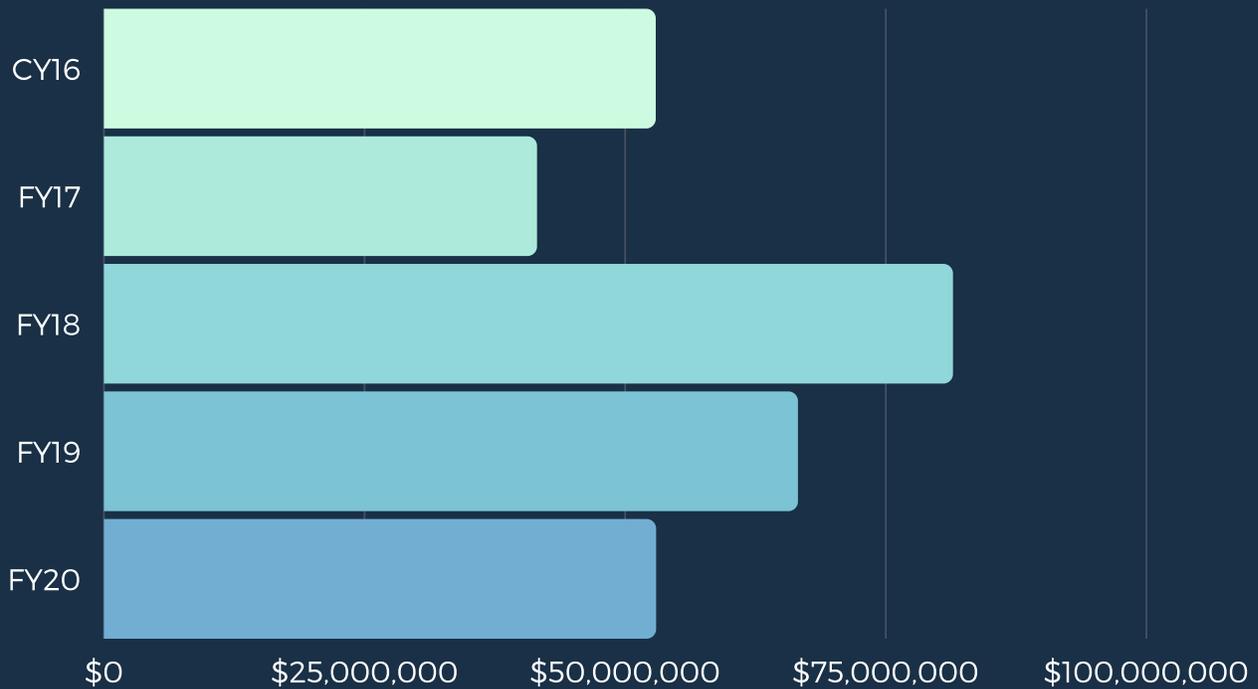
NEW BLANKET CONTRACTS

The following tables show the number of formal bids solicited and the value of the resulting Blanket Contracts and Price Agreements awarded in FY20.

NUMBER OF BLANKETS AWARDED



VALUE OF AWARDS



a fiscal year's overview

COVID-19 EMERGENCY PROCUREMENT

During the course of the COVID-19 response by the County Purchasing Office nontraditional government sourcing methods were needed in order to respond quickly and effectively to the ever changing needs of the County. Examples of these efforts include but are not limited to:

- Worked with local distilleries to modify their manufacturing process to produce and sell hand sanitizer to local government entities.
- Worked with strategic partners with established supply chains for the manufacturing and sourcing of N95 masks and nitrile gloves within China for delivery to the County by freight, air and sea.
- Established Non-Congregate Sheltering operation at local hotels and established contracts for hotel shelters and for medical temp staffing to support that operation.
- Contracted for additional Nurse Staffing to support Anne Arundel County Department of Health COVID-19 Test Centers. This includes onboarding more than 15 nurses to support the County's testing efforts while the Department of Health hires medical staff directly.
- Worked in close collaboration coordination with the following entities to identify and establish potential immediate and long term supply chains for mission critical items.
 - State of Maryland, FEMA, Baltimore Metro Council, Metropolitan Washington Council of Governments, Anne Arundel Medical Center, and University of Maryland Medical System.

FUTURE

The Purchasing Division will continue to work with the Emergency Operations Center and the Anne Arundel Department of Health to continue to source required items and services. The County Purchasing Division is confident that based on our immediate response to the COVID-19 Pandemic we are in a strong position to utilizing our established supply chains to support the County through this pandemic.

Strategic Partnerships Strategic partnerships for the on-going sourcing of mission critical COVID-19 items include the following organizations:

- Veritiv
- Grainger
- Safeware
- Viking Chemical (MBE)
- District Safety Products (MBE)
- WB Mason
- Windon Distilling
- Nations Photo Lab
- Versatech (MBE)
- Grandiff Medical (MBE)
- Holt Paper Company
- Home Depot

continued

COVID-19 EMERGENCY PROCUREMENT

MARCH

Began to source urgent cleaning related supplies and personal protective equipment (PPE) from local County based and contracted suppliers.

Began strategic coordination with Anne Arundel County Office of Emergency Management (EOC) to develop inventory tracking and utilization metrics to establish supply chains for critical items (PPE & cleaning supplies)

Developed multiple supply chains for high demand N95 masks, nitrile gloves, hand sanitizer and sanitizing wipes.

Began transition for Purchasing to work remote during the declared state of emergency.

Contracted and sourced portable shower systems for non-congregated environments.

APRIL

Implemented laundry services to support non-congregated environments.

Continued to source high demand (PPE & cleaning supplies) items from domestic and international suppliers.

Developed supply chain for gowns, safety goggles, thermometers, disposable masks. Began sourcing and receiving hand sanitizer from local distilleries, and a county based cosmetic firm.

MAY

Implemented and developed alternative pipelines for face guarding protective items such as neck gaiters, disposable masks, and reusable cloth masks.

Located and sourced critical COVID-19 testing swabs and kits for time sensitive testing of County constituents.

Began sourcing of new mission critical items such as gowns, nursing staff, patient transportation and lodging services.

JUNE

Sourced COVID-19 related signage for County facilities for appropriate social distancing awareness signage.

Established interpreter and sign language services to assist County COVID-19 communication.

Began assisting transition of COVID-19 related response from EOC to the Health Department.

Continued to source mission critical items such as PPE and sanitation supplies from established partners.

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.

Category Management & Sourcing Goals for FY21

- Lead a national cooperative procurement
- Achieve a minimum of \$2M in savings through Category Management
- Development of education aides for Buyers and Agencies to drive knowledge of strategic sourcing, cooperative purchasing and category management.
- Review and evaluation of industry specific spend analytic tools that can be used to optimize cost efficiency, spend visibility, and strategic sourcing.
- Creation of quarterly Commodity CONES to educate end users of efficient and cost effective ways to purchase key addressable spend commodity areas.



*eProcurement system - port***PROCUREMENT
OPERATIONS RESOURCE
TECHNOLOGY**

In the Fall of FY19, the Purchasing Division went live with our e-Procurement system known as PORT (Procurement Operations Resource Technology), PORT is a secure, user-friendly, web-based system using WebProcure, an application to assist in streamlining the procurement process from requisition to contract award.

Since that time, the Purchasing Division has implemented the following Modules: Request, Solicitation, Contract Management, and centralized Vendor Registration. The system includes vendor (self-service) registration and profile updates. A BidLocator Tool allows a potential bidder to search and locate bids posted by the County.

Vendors receive automated email notifications of bid opportunities, respond to solicitations electronically, self-maintain their own vendor profiles, including identifying their commodity categories, manage user access/permissions for their organization, manage their solicitation opportunities, and easily view, sign, and access their contracts. Contracts are issued through PORT obtaining digital signatures via DocuSign, greatly reducing the amount of time needed to execute contracts.

FISCAL YEAR 2020 ACCOMPLISHMENTS IN PORT:

- Over 1,425 new vendors have registered with the PORT system.
- Buyers issued 122 Solicitations.
- 54 Contracts were awarded and digitally signed.
- Integrated the Vendor Registration module with the County's ERP system.

FISCAL YEAR 2021 PORT GOALS:

- Implement the Order Management Module to add purchase orders, catalogs, receipts, and invoices
- Implement a Public Contract Board.
- Implement Online Supplier Catalogs (from awarded contracts) that agencies can use to place orders for products and services electronically in a retail-like shopping experience (place items in a cart, checkout).

small business

MINORITY BUSINESS ENTERPRISE PROGRAM



ANNE ARUNDEL
COUNTY
MARYLAND

Minority Business
Enterprise Program

Overview

MBE ACCOMPLISHMENTS

Lead by our MBE Coordinator and prior to the global pandemic, the Purchasing Division launched three successful outreach events focused on increasing small procurement spend with interested local small, minority businesses. To date this lead to over \$125,000 additional spend with MBE businesses.

Through our efforts, the County Executive is being recognized by MWMCA as Most Distinguished Leader for Maryland Washington Minority Companies Association 2019-2020.

The MBE/Small Business Coordinator has undertaken multiple initiatives to coordinate activities, identify potential opportunities for MBEs, and ensure MBEs know how to bid and receive awards, through outreach events and MBE round-tables. It helps us to identify MBE/Small and Local Businesses for inclusion in invitations for small and formal procurements to ensure they receive these opportunities directly via email.

The Coordinator developed MBE/Small Business Outreach Fairs tailored to specific County Agencies to ensure Agency staff who buy directly without Purchasing's assistance have information about MBE, WBE, small, and locally owned businesses to contact each time they are doing a small procurement. Thus far, these outreach events have featured DPW/Capital Construction and Public Safety agencies such as Police, Sheriff, Fire, Detention Facilities, and Animal Control.

The Coordinator connects regularly with MBE Coordinators and Compliance professionals from other jurisdictions (Agencies in the state of Maryland such as WSSC, Baltimore City, Baltimore County, Prince George's and, Montgomery County) to get best practices, ideas and suggestions to help us grow our MBE program and local participation in County Contracts.

The 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 the County procurement process and available opportunities within Anne Arundel County.

The Coordinator is partnering with the Economic Development Corporation to ensure communication and to connect local minority businesses with the resources that are available through Economic Development.

Purchasing is also working on an RFP for the County to conduct a disparity study for the County's Procurement process and to develop actionable recommendations to grow the County's MBE program. The Coordinator is holding teleconferences and Zoom meetings with local businesses on outlining their needs and the available resources to help them advance.

small business

MINORITY BUSINESS ENTERPRISE PROGRAM

MBE OUTREACH EVENTS

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

- 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
- WEBNEC 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.

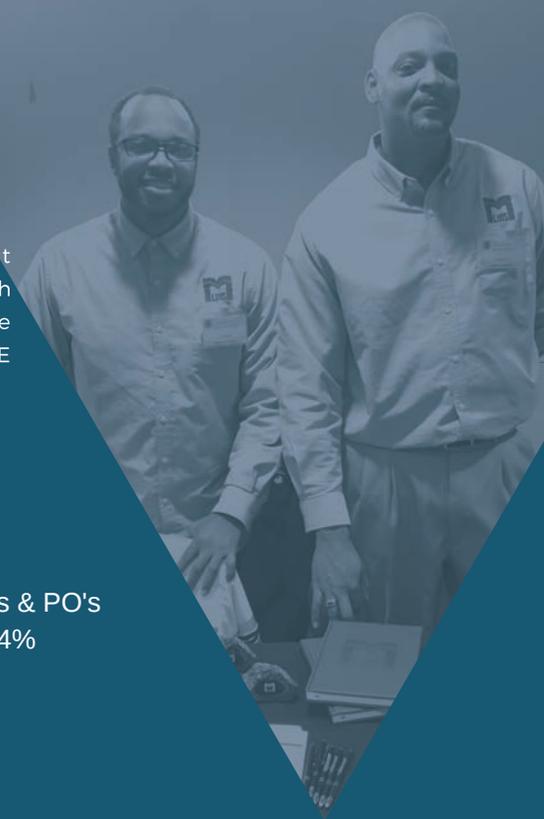
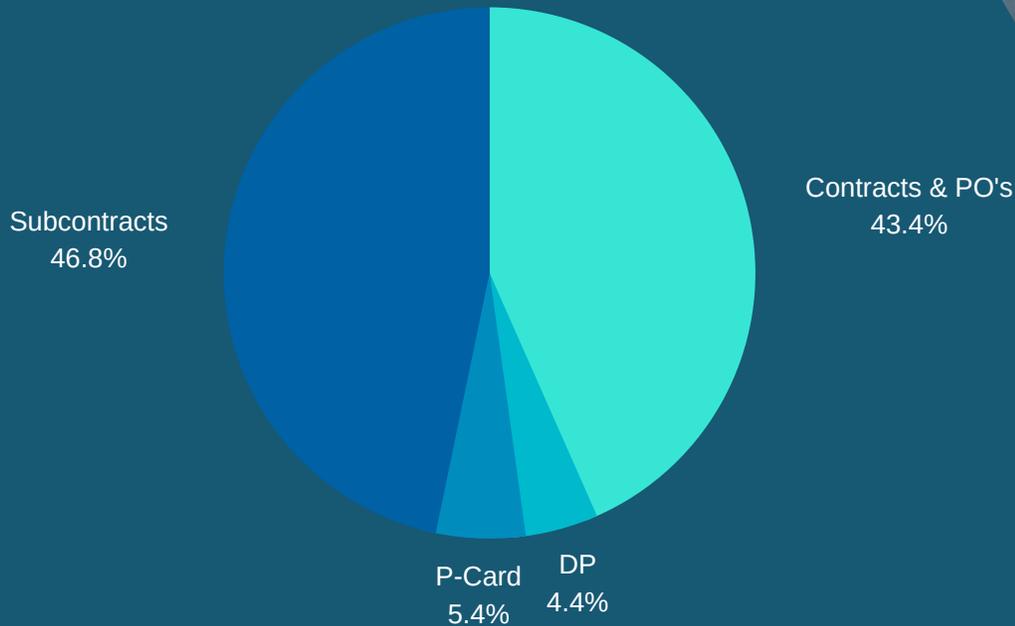
The Coordinator regularly communicates through social media and local outreach platforms such as MWMCA (Md. Washington Minority Companies Association), WBNEC (Women's Business Enterprise National Council), MBX (Maryland Business Connect), and LinkedIn to keep Minority/SB businesses abreast on what Procurement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



small business

MINORITY BUSINESS ENTERPRISE PROGRAM

In FY20, Minority businesses were awarded 46% in the subcontract category. Since FY19, the subcontract category continues to see growth in awards to M/WBE firms. The following graph illustrates the percentage of utilization in the four (4) categories awarded to M/WBE firms.



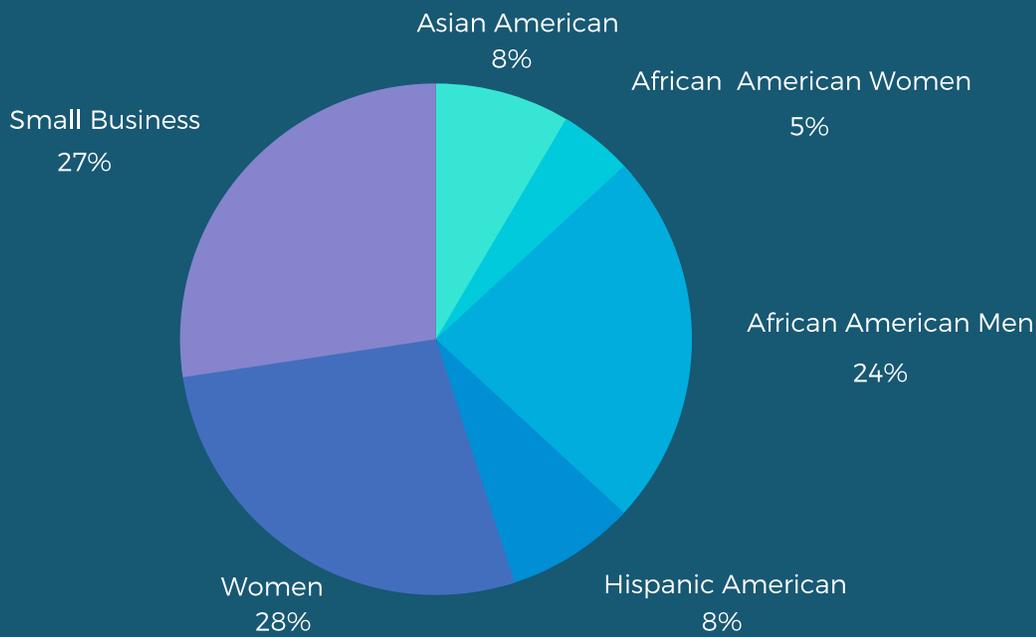
In FY20, the dollar value of awards decreased slightly by 1% percent. This can be contributed to less spend with the Snow and Ice M/WBE contracts. The total M/WBE spend for fiscal year 2020 was \$53,402,508. This represents 10% percent of the total procurement spend in fiscal year 2020.

	CY16	FY17	FY18	FY19	FY20
MBE SPEND	\$47,437,320	\$47,287,119	\$48,443,526	\$53,282,155	\$53,402,508
TOTAL PURCHASING	\$470,094,292	\$400,317,292	\$526,506,836	\$469,559,407	\$516,977,655
M/WBE/SBE PARTICIPATION	10%	12%	9%	11%	10%
INCREASE IN MBE/SBE SPEND	\$17%	0%	2%	2%	0%

small business

MINORITY BUSINESS ENTERPRISE PROGRAM

In FY20, Women-Owned businesses received 28% of the awards. African American Men-Owned businesses was awarded 24%. The following chart and graph illustrate 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	\$1,834,867	\$190,050	\$18,414	\$2,488,731	\$4,532,062	8%
AFRICAN AMERICAN MEN	\$1,237,317	\$81,703	\$26,187	\$11,322,247	\$12,667,454	24%
AFRICAN AMERICAN WOMEN	\$2,236,292	\$4,062	\$1,075	\$248,750	\$2,490,179	5%
HISPANIC AMERICAN	\$502,398	\$201,199	\$42,530	\$3,610,835	\$4,356,962	8%
WOMEN	\$4,852,586	\$1,894,200	\$691,762	\$7,297,528	\$14,736,077	28%
SMALL BUSINESS	\$12,499,145	\$0.00	\$2,120,629	\$0.00	\$14,619,774	27%
TOTAL	\$23,162,605	\$2,371,214	\$2,900,597	\$24,968,091	\$53,402,508	100%

small business

MINORITY BUSINESS ENTERPRISE PROGRAM



MINORITY SMALL BUSINESS GOALS FOR FY21

- Increase local MBE/Small Business participation in Anne Arundel County's procurement.
- Continue to encourage local businesses to register in our eProcurement system known as P.O.R.T (Procurement Operations Resource Technology), for more exposure to our buyers in Purchasing and the various agencies.
- Continue to develop MBE/Small Business Outreach Fairs tailored to specific County Agencies to ensure Agency staff who buy directly without Purchasing's assistance have information about local MBE, WBE, small, and locally owned businesses to contact each time they are doing a small procurement.
- Resume the release of an RFP for conducting a Disparity Study to identify best practices and ideas to adjust County procurement processes to improve opportunities for MBE/Small Businesses.
- In-house training for local small businesses on maneuvering in Anne Arundel County's eProcurement System and training on how to write and submit a proposal and or quote.
- Encourage proposal and quote submission so that we can follow their progress and work on their success in being awarded a contract.
- Expand communication on beneficial resources and business events that will help MBE/Small Businesses grow.

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 year 2020, we conducted twenty (20) auctions which yielded \$84,631 in revenue for the County.

The 2019 Annual Non-Capital Fixed Asset inventory was completed and the close-out memo was submitted on December 6, 2019.

The final count for inventory was 272 unaccounted items, representing a 1.7% of the total active items.

This represents a 4.6% increase over the previous year of 260 missing items. We attribute this increase to the changeover in property coordinators in Departments, coordinators efforts and the use of the new asset inventory application.

In FY20 we fully migrated to the new asset inventory application for inventory. The application was updated to make improvements on usability and is now available to run on both Android and Apple devices for scanning and was released to the property coordinators in June 2020.

With this application the PC&A Manager is provided with backup information and can now tell how an item was verified. For instance, 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 time and has made the inventory process more efficient.

The 2020 Pre-Inventory meetings and training for the new updated application were held in June 2020 for property coordinators. The 2020 Annual Non-Capital Fixed Asset inventory began on July 1, 2020, and is expected to be completed by December 2020.

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.

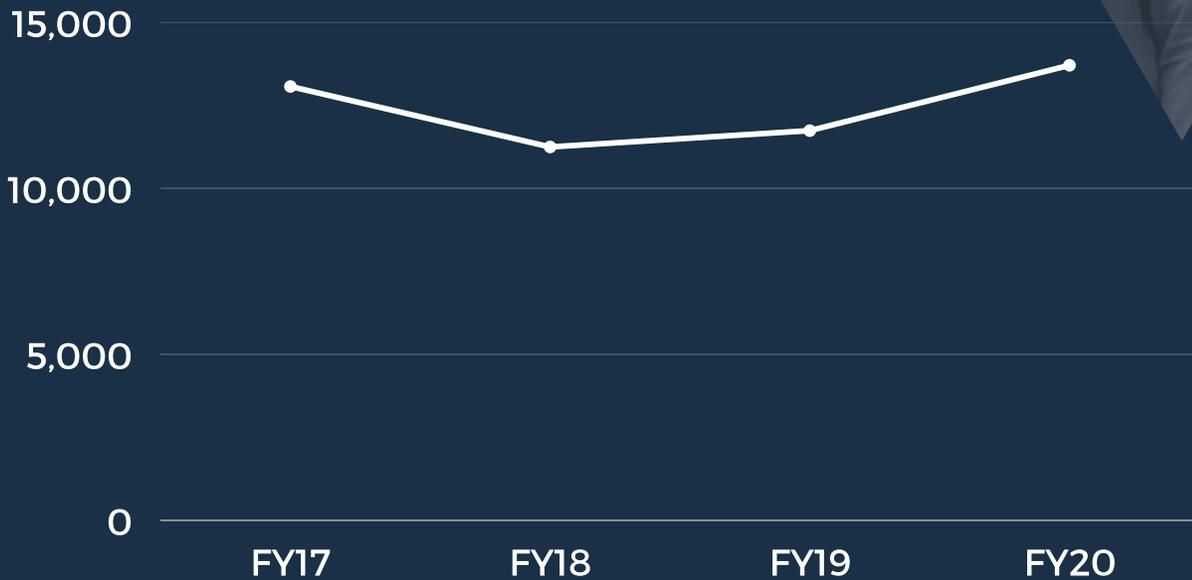
The PC&A Manager continues to work with Departments to ensure proper documentation is created when items are moved for any reason.

The County continues to use the Print Portal Program and is transitioning over from Office Depot to W.B Mason. With over 125 users, the PC&A Manager has conducted several one-on-one training sessions for the Print Portal

mailroom activity

NUMBER OF PARCELS DELIVERED

In FY20, 13,712 parcel packages were received and delivered within the County. This is an increase of 16.77% over last year. However, due to the COVID-19 Pandemic, the County saw a decrease of outgoing mail from FY19 to FY20.



The Mailroom consists of one (1) Mailroom Supervisor, three (3) Mail Clerks, and one (1) part-time shop assistant.

The County mail distribution system operates from two (2) Mailroom locations in the Arundel Center and the Heritage Complex.

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.

In FY20, 13,712 parcel packages were received and delivered within the County. This is an increase of 16.77% over last year

For the 2020 fiscal year, the Mailroom processed 1,586,890 pieces of outgoing mail. This included 923,216 pieces of bulk mail for insertion jobs processed and 754,011 additional pieces of routine mail processed through the mailing machines.

During the COVID-19 Health Crisis the Mailroom continued daily operations by delivering mail to all mail stops, so that the County Government Agencies could continue to operate, even remotely.

From Mid-March through June the mail volume decreased due to COVID-19. The incoming mail continues to be significant in volume.



mailroom activity

POSTAGE SPENT

In FY20, 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 FY20. In further comparison, from March through June the County saved 20% in postage when compared to FY19.



MAILROOM INITIATIVES

Starting January 2020 we began implementing new reporting metrics to count incoming and inter-office mail volumes.

GOALS FOR FISCAL YEAR 2021

The mailroom staff will continue to develop and improve on reporting metrics for FY21 and update the standard operating procedures.

Develop instructional materials for education of County Departments to encourage cost savings when mailing documents and packages.

Continue employee training and incorporate best practices while keeping up with the new technology and mail requirements of the USPS.

Maintain a high level of efficiency and security in mail processing and customer service.

1544	PERSONNEL HEALTH BENEFITS	1100
1611	PLANNING & ZONING	1264
9999.0000	POLICE DEPARTMENT	1193
1571	PUBLIC WORKS	4071
1511	PURCHASING	1062
1541	REAL ESTATE	1075
1512	RECREATION & PARKS	1402
	RECYCLING	4340
	RISK MANAGEMENT	3000
	SCHOOL BUS CHILD CARE	1040
	INVEST	1101
	SOCIAL SERVICES	1201
	STATE'S ATTORNEY	1040



disposal of surplus

SUPPLIES & EQUIPMENT RECYCLING REVENUE

SUPPLIES AND EQUIPMENT

In FY20 the County disposed of surplus supplies, equipment, and vehicles. The total revenue generated from the sale of surplus supplies, equipment, and vehicles was \$817,414.

RECYCLING REVENUE

The Waste Management Fund earned \$118,401 from the curbside recycling program. This included new categories for Textiles, Cooking Oil, Electronics, Batteries and Used Oil.



	CY16	FY17	FY18	FY19	FY20
AUCTION OF SURPLUS VEHICLES, EQUIPMENT & MATERIALS	\$265,269	\$322,748	\$156,936	\$742,672	\$699,013
REAL PROPERTY		\$21,305			
ALUMINUM			\$16,632	\$14,858	\$2,837
COMPOST			\$33,143	\$32,584	\$0
SANDSTONE			\$44,290	\$14,006	\$7,704
VINYL SIDING			\$2,597	\$2,237	\$2,405
CORRUGATED CARDBOARD	\$43,202	\$48,314	\$26,451	\$25,859	\$29,888
TEXTILES				\$12,897	\$10,320
COOKING OIL				\$1,709	\$1,993
ELECTRONICS				\$10,448	\$7,907
BATTERIES				\$51,243	\$45,515
USED MOTOR OIL				\$11,344	\$9,832
TOTAL PROCEEDS FROM SURPLUS SALES				\$919,860	\$817,414



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 ROMANS, CENTRAL SERVICES OFFICER

ANDREW HIME, PURCHASING AGENT