

Annual Report FY2025



OCTOBER 1, 2025

**ANNE ARUNDEL COUNTY
OFFICE OF CENTRAL SERVICES
PURCHASING DIVISION**

Executive Summary

The Purchasing Division operates within the Office of Central Services under Article 8 of the Anne Arundel County Code and County Charter. The Purchasing Agent is responsible for the County’s procurement, non-capital fixed asset program, the mailroom operations, Procurement Access & Vendor Equity Program (PAVE), and Prevailing Wage and Local Hiring programs.

In FY2025, the Purchasing Division had thirty-seven (36) positions divided into five teams, listed below for reference. Positions are made up of thirty-two (32) full-time employees, one (1) contractual management aide, two (2) contractual buyers, one (1) part-time temporary/seasonal mail clerk. The Purchasing Division comprises five teams ([ORGANIZATION CHART](#)), listed below.

- Orange Team - Mailroom; five positions
- Cyan Team - Buying; nineteen positions
- Red Team - Administrative; two positions
- Purple Team - PAVE & Prevailing Wage/Local Hiring; four positions
- Yellow Team - Strategic Planning and Administrative Functions; six positions

The Mailroom consists of four (4) full-time staff and one (1) part-time staff member. In FY2025, staff handled 13,421 incoming parcels, and 1,540,823 pieces of outgoing mail with a cost of \$1,101,266.04. The table below shows a comparison of FY2024 to FY2025 data metrics.

Metrics	FY2024	FY2025	% of Change
Parcel Packages	12,848	13,421	+4%
Outgoing Mail	1,622,349	1,540,823	-5%
Postage	\$1,061,116	\$1,101,266	+4%

The buying team, comprising eighteen buyers and one management aide, are tasked with procuring all goods and services for the County. In FY2025 staff facilitated 88,558 transactions valued at \$717,107,172.04. The table below shows a comparison of FY2024 to FY2025 data metrics.

Metrics	FY2024	FY2025	% of Change
Non-Pcard Transactions	10,088	10,118	+3.0%
Non-Pcard Tran. Value	\$646,770,594	\$668,575,468	+3.37%
Pcard Transactions	77,655	78,440	+1.01%
Pcard Spend	\$48,116,237	\$48,531,704	+0.86%
Total Transactions	87,743	88,558	+0.93%
Total Spend	\$694,886,831	\$717,107,172	+3.2%

The purple team is made up of the PAVE program and Prevailing Wage and Local Hiring Program. The PAVE program has one full time staff member. In FY2025, the County spent 20% with CBE firms and awarded 41% of its Contracts to CBE firms.

Metrics	FY2024	FY2025	% of Change
CBE Spend %	14%	20%	+43%
CBE Spend \$	\$88,500,664.42	\$145,085,597.88	+64%
CBE Award %	38%	41%	+8%
CBE Award \$	\$100,409,897.89	\$42,526,421.67	-58%

The Prevailing Wage & Local Hiring program has three staff members. This program has seen significant growth since its inception in FY23.

Metrics	FY2024	FY2025	% of Change
No. of prevailing wage contracts	48	103	+115%
No. of Audits	124	170	+37%
No. of local hires	32	4	-88%
No. of certified payrolls	2327	7038	+202%
No. of apprentices	14	60	+329%

VISION STATEMENT

The vision of Anne Arundel County's purchasing division is to become a source of excellence in the procurement of goods and services for the County's using agencies while being fiscally responsible. We will accomplish this vision by strategically sourcing goods and services, establishing key performance indicators, streamlining procurement initiatives, and automating processes.

MISSION STATEMENT

Procurement's Mission is to aggregate spend by creating economies of scale, reducing risk, and right-size the procurement through efficient and effective means and methods in its sourcing activities.

FY25 Accomplishments

- Worked on the development of a new enterprise-wide financial system
- Developed workflows, workflow analysis, and gap analysis to increase efficiency
- Development of guides for Buyers and Using Agencies to help ease the use of the procurement process
- Created Personnel Development plans
- Worked with the Office of Law to simplify contracts
- Development of a Public Information Act Guide for Buyers, including training
- Development of a Records Retention Guide to ensure that proper archival and document destruction functions occur
- Developed trainings available on demand, virtually, or in-person
- Analyzed CBE data and created workflow streams and gap analysis
- Increased CBE spend by 6% from FY24
- Created an onboarding manual for new hires
- Realized \$320,060 in cost savings/avoidance
- Recovered \$395,940.76 in funds

STRATEGIC GOALS FY26

- Fully implement a new enterprise-wide resource planning (ERP) tool
- Develop workflows, workflow analysis, and gap analysis to increase efficiency
- Work with the Office of Law to simplify County Contracting process
- Training of the new ERP for Supplier, Purchasing Buyers, and Using Agencies
- Development of new training materials on demand, virtual, and in-person
- Automation of previous manual processes
- Develop tools for Category Management Reporting metrics
- Increase CBE data transparency
- Increase Prevailing Wage and Local Hiring program efficiency
- Increase CBE spend by 5% from FY25
- Improve Supplier Management activities with the County
- Ensure the utmost integrity in the Data Management of the Country ERP tool

ePROCUREMENT

PORT (Procurement Operations Resource Technology), also known as WebProcure, is the County's web-based eProcurement system. It's designed to streamline the entire purchasing process, from initial solicitation to contract award, and serves as a centralized hub for managing vendors and contracts.

Enhancements to PORT include:

- **One-Button Document Download:** Staff can now download all solicitation documents with a single click.
- **Contract Print Button:** A new button was added to the contract board, simplifying the printing process.
- **Administrative Documents Section:** A dedicated section has been added to the contract database for uploading supporting materials that are not legal contractual documents, such as sole source justifications or negotiation records.

Vendor Management & Registration

The County's e-procurement system requires vendors to self-register. The self-service portal allows vendors to create a comprehensive profile by providing their company and contact information, W-9 forms, insurance documentation, and relevant certifications. They can also classify their services or products using commodity codes to ensure they are notified of relevant opportunities.

Once registered, vendors are able to:

- Receive notifications of upcoming business opportunities.
- Attend pre-bid conferences and public bid openings.
- Submit electronic bids and sign contracts online.

Accomplishments

- We are pleased to announce that 593 new vendors registered in the eProcurement system during FY2025.
- Redesigned how vendor diversity data is captured and integrated into the EnterpriseOne database.
- Designed and implemented a file naming system for the contract database.

Goals

- Continue efforts to have vendors keep profiles up-to-date for the transfer of records to the new Oracle Cloud system.
- Increase outreach to vendors and County end users to refine skills in using the eProcurement System.

PROCUREMENT ACTIVITY

Purchase Transactions for FY2025

The following chart illustrates the total annual transaction activity for Fiscal Years 2021 through 2025. The comparative totals indicate the diverse workload and the large procurement volume. To reach potential bidders, solicitations are published on the County's website, in a local newspaper, and on the PORT website. Vendors registered in the eProcurement System receive emailed notifications based on the category of business they conduct. Buyers also use cooperative contracts when appropriate.

	FY2021	FY2022	FY2023	FY2024	FY2025	% Change FY24-25
Purchase Orders/Change Orders	1,975	1,944	2,000	2,074	2,019	-3%
Blanket Order Releases	2,202	2,151	2,069	2,223	2,613	+18%
Direct Payments	4,920	4,944	5,843	5,791	5,486	-5%
Value of PO's, CO's, Blanket Releases, Direct Payments	\$441,202,500	\$497,561,374	\$517,476,655	\$646,770,594	\$668,575,468	+3%
Number of Procurement Card Transactions	69,099	73,574	74,373	77,655	78,440	+1%
Value of Procurement Card Transactions	\$47,988,125	\$43,996,211	\$45,273,956	\$48,116,237	\$48,531,704	+1%
Number of Total Transactions	78,196	82,613	84,285	87,743	88,558	+1%
Value of Total Transactions	\$489,190,625	\$541,557,585	\$562,750,611	\$694,886,831	\$717,017,172	+3%

New Solicitations and Agreements

The following data lists the number of formal and informal solicitations as well as the number of resulting Blanket Contracts and Price Agreements awarded in FY25. There were 104 price agreements and 71 blanket contracts awarded.

Solicitations

- There was an increase in formal solicitations in PORT
 - o Formal Solicitations:
 - Invitations for Bids: 31
 - Capital Invitation for Bids: 48
 - Requests for Proposals: 8
 - o Informal Solicitations
 - Requests for Quotes: 6
 - o Miscellaneous Solicitations
 - Statements of Qualifications: 4
 - Letters of Interests: 1
 - Requests for Information: 0

Contracts

- New Price Agreements: 104
- New Blanket Contracts: 71

Local Spend

FY 2025	Purchase Orders	Procurement Cards	Total Spend
Anne Arundel County-based Businesses	\$26,633,38.20	\$9,327,293.32	\$35,960,673.52
Total Spend	\$668,575,468.04	\$48,531,704.00	\$717,107,172.04
Total Spend vs. Local Spend	4%	19%	5%

CONSTRUCTION CONTRACTS

FY25, construction contract awards (53) are down approximately 22% from FY24. The value of the awards is also down approximately 44.9%. The decrease in the number of awards and the value of the awards is attributed to less task order contracts awarded in FY25. There were also several large projects awarded in FY25 for the Police Special Ops Facility, MLF Subcell 9.3 Construction, Eisenhower Golf Course Clubhouse, and the Arundel Center North HVAC and Fire Alarm Upgrades. The value of awards (\$145,339,216) compared to the Engineer's Estimate (\$149,625,654) is slightly lower than the estimates which could be attributed to the competitive bidding climate in FY25.

Total Number of Awards

FY2021	FY2022	FY2023	FY2024	FY2025
50	62	40	68	53

Total Value of Engineer's Estimates

FY2021	FY2022	FY2023	FY2024	FY2025
\$66,362,853	\$99,186,495	\$74,028,687	\$259,764,971	\$149,625,654

Total Value of Actual Awards

FY2021	FY2022	FY2023	FY2024	FY2025
\$76,951,121	\$90,940,779	\$79,633,046	\$263,953,899	\$145,339,216

ARCHITECTURE, ENGINEERING, OPEN END TASKS

The following tables show the number and value of purchase orders and change orders issued during FY25 under the Architect/Engineering Open End Agreements. The number of Open End purchase orders and their value decreased slightly by approximately 10.5% in number and approximately 17% in value.

FY2021	FY2022	FY2023	FY2024	FY2025
145	186	162	219	196
\$12,469,549	\$16,089,176	\$12,470,881	\$19,092,707	\$15,829,103

ARCHITECTURE, ENGINEERING AND MISCELLANEOUS SERVICES

In FY25 the increase in AE awards is mostly attributed to the new Architect/Engineering Open End Agreements awarded. Forty-one (41) new OE Agreements were awarded in FY25. Some of the larger AE Agreements awarded in FY25 are the new Crownsville SPS & FM Design, Jessup Fire Station Design, Construction Mgmt. Inspection Services for the Pavement Mgmt Program, and the New Traffic Maintenance Facility Design.

FY2021	FY2022	FY2023	FY2024	FY2025
17	38	27	34	88
\$11,090,028	\$34,380,505	\$16,048,287	\$35,316,630	\$32,961,587

CATEGORY MANAGEMENT

Category Management drives cost savings and operational improvements by implementing innovative sourcing solutions by combining groups of goods or services across multiple agencies into one larger contract. The program is focused on optimizing resources and navigating inflationary pressures to ensure the County receives high-quality goods and services within budgetary constraints.

Accomplishments FY25

- Developed an internal purchasing marketplace through OneLogin with five (5) strategic suppliers to drive efficient procurement transactions.
- Fostered continuous education for Buyers and Agencies to enhance their understanding of strategic sourcing, cooperative purchasing, and category management.
- By developing strategic contracts with national suppliers, we recovered over (65K) for the County through spend rebate programs, a 150% increase from the previous fiscal year (FY24).
- Collaborated with Risk Management to implement safety series with suppliers focused on standardizing products and reducing supply chain risk for mission-critical safety items.
- Developed category management practices within the new ERP system to create more efficient, effective, and data-driven sourcing decisions in the future.

Category Management & Sourcing Goals for FY26

- Lead a national cooperative procurement to demonstrate that Anne Arundel County is at the forefront of purchasing innovation.
- Develop Category Management reporting and performance metrics for utilization in the County's new ERP system.
- Conduct webinars/spotlights with strategic suppliers to drive category management awareness, cost savings/avoidance, and contract utilization.

PROCUREMENT ACCESS & VENDOR EQUITY PROGRAM

Anne Arundel County Government (County) Procurement Compliance Team (PCT) advocates for inclusion and economic opportunities for minority, women, veteran-owned, small, and emerging businesses, herein known as Certified Business Enterprises (CBE). It works to eliminate barriers to their participation in County contracts. The program is known as Procurement Access & Vendor Equity (PAVE). The percentage of overall spend with CBEs increased to 20% in Fiscal Year 2025, and the total amount awarded to PAVE vendors is \$42,526,421.67 or 41% of overall Capital Contracts.

Accomplishments for FY2025:

- Successfully re-launched the Procurement Access and Vendor Equity (PAVE) program with a countywide launch event, increasing awareness and engagement of the program with CBEs and other stakeholders
- Expanded monthly reporting metrics to provide greater transparency and track progress on CBE participation and utilization
- Hosted the inaugural Spring Procurement and Training Expo, featuring targeted breakout sessions and networking opportunities that enabled CBEs to introduce their businesses to County stakeholders, primes, and fellow vendors
- Attended and hosted thirty-one (31) outreach events across the State of Maryland, expanding visibility of Anne Arundel County and the PAVE program
- Identified and confirmed appointment of external CBE Coordinating Business Council members as outlined in Executive Order 65

During FY25, the PAVE program saw an increase in total spend with CBE designated firms by 64%. This includes an 11% increase with small businesses and 1% increase with women-owned businesses. There was less than 1% decrease in spend with African American and Asian American-owned businesses. Spend with veteran-owned businesses remains consistent at 1%.

CBE Designation	Purchase Orders & Direct Payments	P-Card	Total Spend	Percent Total
African American	\$6,748,615	\$240,519	\$6,989,134	5%
Asian American	\$5,984,289	\$86,169	\$6,070,458	4%
Hispanic American	\$19,102,729	\$155,202	\$19,257,931	13%
Small Business Enterprise	\$80,253,693	\$6,689,703	\$86,943,396	60%
Veteran Business Enterprise	\$210,480	\$54,381	\$264,861	1%
Women Business Enterprise	\$24,378,328	\$1,181,484	\$25,559,812	18%
Total	\$139,941,790	\$8,407,461	\$145,085,592	100%

In FY25, the County increased the number of contract awards to CBEs, demonstrating its focused efforts to expand participation of CBE-designated businesses in County procurement opportunities.

CBE Designation	Number of Awards	Awarded \$	% of Award
African American	11	\$3,081,379	7.25%
Asian	2	\$27,046	0.06%
Hispanic	15	\$12,918,839	30.38%
Small Business Enterprise	36	\$23,835,800	56.05%
Veteran Business Enterprise	5	\$657,832	1.55%
Women Business Enterprise	16	\$2,005,522	4.72%
Total	85	\$42,526,421	100%

Goals for FY 2026:

- Increase awareness and participation of CBEs by expanding targeted digital marketing, social media, and email outreach. Strengthen partnerships with AAEDC and local chambers of commerce to reach underrepresented businesses.
- Refine and enhance CBE reporting metrics and data collection to provide a comprehensive analysis of CBE participation, contract awards, and procurement trends.
- Expand the catalog of the Business Continuity 101 with at least four virtual web modules designed to increase PAVE program awareness, business development, and growth strategies. Provide technical, financial, and business development training to increase CBE's competitiveness in the County's procurement process
- Increase CBE registration through education, outreach, and quarterly web-based training modules developed and published to the PAVE website using Articulate software
- Develop a centralized contractor and vendor database to improve communication and follow-up with County departments and primes.
- Increase involvement from County agencies, including DPW, Highway, Police, Fire, Aging, and Health, to expose vendors to a broader range of procurement opportunities.

PREVAILING WAGE AND LOCAL HIRING PROGRAMS

The County's Prevailing Wage & Local Hiring program aims to ensure fair wages are paid on County funded Contract at rates established by the State Commissioner of Labor and Industry. By ensuring that workers are paid the rates they deserve, the County promotes a healthy and more sustainable local economy. In FY25, we conducted 170 audits on Capital Contracts that were prevailing wage applicable.

Accomplishments for FY2025:

- Developed and conducted two sessions of the Capital Construction training designed to assist project managers with preparing their requests for advertisement for upcoming Capital Construction contracts
- Hosted a breakout session at the Spring Procurement and Training Expo to provide detailed information about the Prevailing Wage & Local Hiring programs
- Developed Prevailing Wage & Local Hiring Frequently Asked Questions (FAQs). The FAQs were published on the County website in March 2025
- Developed the Prevailing Wage & Local Hiring Training Library to be published on the website, and the PW&LH Training and Guidelines Manual
- Hosted LCPTTracker training for contractors to expand their knowledge and understanding of how to operate within the software.
- Designed and distributed the PW&LH Complaints poster to all active job sites where PW&LH regulations are applicable.

Goals for FY2026:

- Expand outreach and training opportunities to reduce reporting errors and strengthen compliance with PW&LH requirements
- Complete the development of standard operating procedures and publish them.
- Broaden awareness of the program through targeted social media campaigns and community outreach
- Build upon reporting benchmarks established in FY25 to further improve accuracy and consistency in monitoring
- Strive to complete at least 250 audits during FY26
- Provide quarterly Prevailing Wage training for both new and existing Project Managers to enhance efficiency
- Provide resources and connections to veteran, disabled, senior, and CBE-owned businesses to increase their presence within the Local Hiring program.

MAILROOM OPERATIONS

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

Mail Distribution

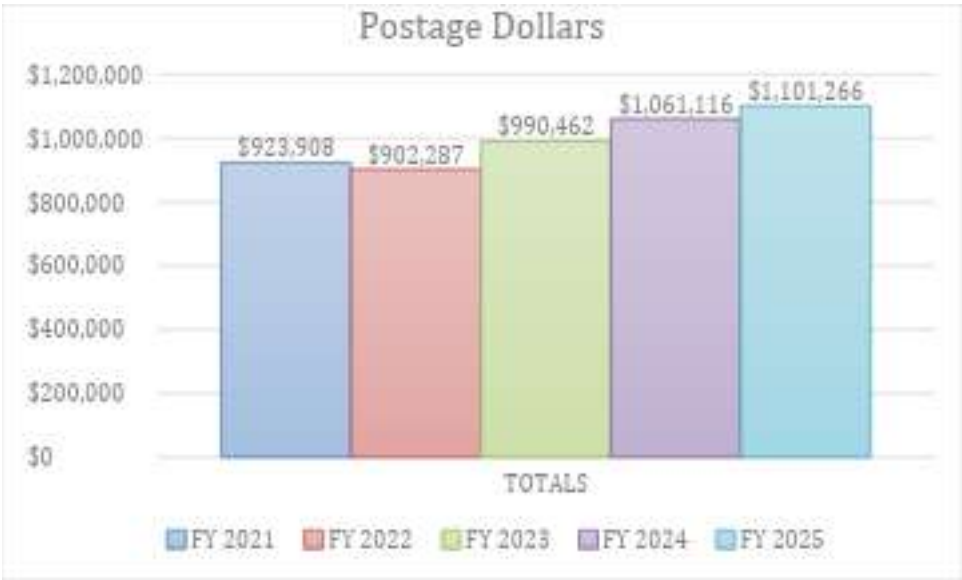
The County mail distribution system operates from two (2) Mailroom locations; the Arundel Center and the Heritage Complex. In FY 2025, 13,421 parcel packages were received and delivered within the County.

Mail Volume

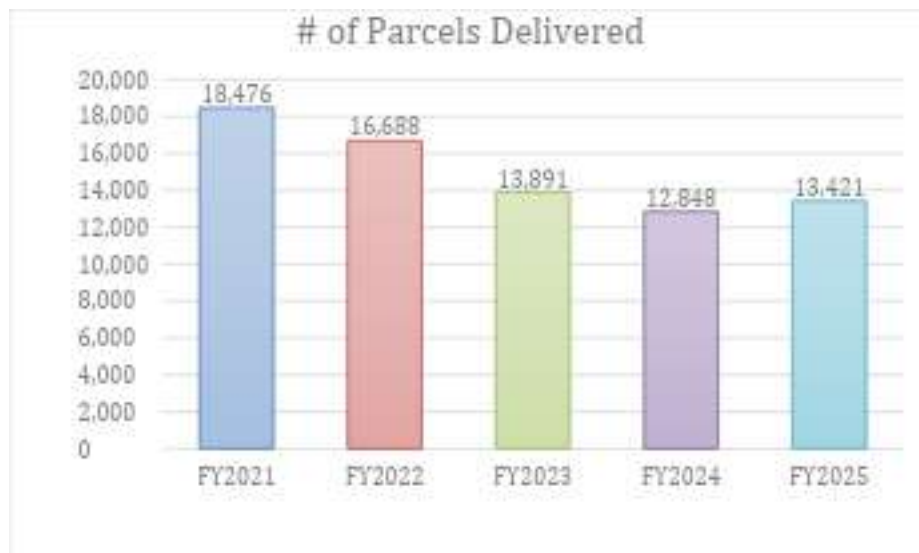
The Mailroom processed 1,540,823 pieces of outgoing mail at a cost of \$1,101,266.04. This included 1,022,557 pieces of bulk mail for insertion jobs processed and 518,266 additional pieces of routine mail processed through the mailing machines.

Mailroom Activity in Postage Dollars and Parcels Delivered

The County saw a decrease of 81,526 pieces of outgoing mail from FY24 to FY25.



A total of 13,421 parcel packages were received and delivered within the County.



Mailroom Initiatives

We have continued with our successful "Will-Call" Wednesday service, which has proven effective in saving both time and money. We replaced the outdated mail machines, scales and software at both mailroom locations with new equipment resulting in enhanced operational efficiency.

In the upcoming fiscal year, we will be replacing our mail inserter with a new upgraded inserter. We will be evaluating and proposing updated processes to take advantage of the new features, aiming to create greater efficiency and cost savings for inserter jobs.

Plans for FY26

- Continue to develop and implement new reporting metrics.
- Continue to increase operational efficiency and cost savings.
- 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.

NON-CAPITAL FIXED ASSETS

The Non-Capital Fixed Asset Program manages over 16,000 non-capital assets. Reporting, safeguarding, and accounting for these items involve collaboration with County Property Coordinators and the Property Control and Accountability Manager.

2024 Inventory

The 2024 Annual Non-Capital Fixed Asset inventory was completed and the close-out memo was submitted on October 30, 2024. The final count for inventory was 324 unaccounted items, representing 2% of the total active items. This represents an increase of 2 missing items compared to the previous year, resulting in a 0.62% increase from the 2023 inventory.

2025 Inventory Information

Pre-Inventory meetings and training for the inventory application for 2025 were conducted in June for Property Coordinators. The 2025 Annual Non-Capital Fixed Asset Inventory began on July 1, 2025, and is expected to be completed by December 2025.

Surplus Auctions

The County utilizes the online auction site PropertySurplus.com, to turn its surplus items into revenue. For fiscal year 2025, eighty-one (81) auctions were held, which yielded \$126,066 in revenue.

Training

Purchasing and OIT conduct training classes for new Property Coordinators, as well as refresher classes for those needing additional assistance in Asset Management. Pre-Inventory training classes are also provided. Additionally, Purchasing also continues to work with departments to ensure proper documentation is created when items are moved between units for any reason.

A Non-Capital Fixed Asset site is available to provide Property Coordinators with essential information and resources related to fixed assets. Furthermore, an online EnterpriseOne Fixed Asset training course has been developed to give Coordinators easy access to training materials, including videos and step-by-step guides.

OTHER ACTIVITIES

Print Portal

Over 150 County employees have registered for WB Mason’s Print Portal. The print portal allows the County to increase efficiencies through print consistency, reduce cost, analyze usage, and standard practices.

Surplus Disposal

Fleet’s auction of surplus vehicles, equipment, and materials totaled \$1,256,292 in the fiscal year 2025.

Real Estate

In the fiscal year 2025, the Real Estate Division disposed of one property in Glen Burnie for a sale price of \$100,000.00.

Surplus Material Sales

Surplus Material Sales are items that are recycled through the landfill. These items are revenue-generating and go back to the solid waste enterprise.

MATERIAL	REVENUE
Aluminum	\$6,178.30
Steel	\$.00
Sandstone	\$5,904.60
Vinyl Siding	\$3,645.60
Cardboard	\$729,284.24
Textiles	\$16,386.07
Cooking Oil	\$5,062.20
Electronics	\$.00
Batteries	\$28,175.79
Used Motor Oil	\$66,773.44
Glass	\$.00

The Best Place for All

***Anne Arundel County Government
Office of Central Services
Purchasing Division***

***Heritage Office Complex
2660 Riva Road, MS 9302
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Susan Herrold, Central Services Officer

Catrice L. Parsons, Purchasing Agent