

**City of Sunnyvale  
Program Performance Budget**

**Program 740 - Procurement Management**

**Program Outcome Statement**

Purchase, or facilitate the purchase of goods and services of appropriate quality at the best possible price to support City operations.

<b><u>Program Outcome Measures</u></b>	<b><u>Weight</u></b>	<b><u>FY2001/2002 Adopted</u></b>	<b><u>FY2002/2003 Adopted</u></b>	<b><u>FY2003/2004 Adopted</u></b>
* Formal bid procurement cycle time is equal to the average of the previous three years. - Days	5	0.00	50.00	50.00
* Informal bid procurement cycle time is equal to the average of the previous three years. - Days	5	0.00	13.00	13.00
* Public Works projects procurement cycle time is equal to the average of the previous three years. - Days	5	0.00	90.00	90.00
* Annual cost savings directly attributed to purchasing staff is equal to the previous three years. - Cost Savings	4	\$0.00	\$1,075,869.00	\$1,075,869.00
* Supplier payments are accurate 95% of the time. - Percent	4	0.00%	95.00%	95.00%
* Supplier payments are made within City standard payment terms 90% of the time. - Percent	3	0.00%	90.00%	90.00%
* Purchases and payments are made in compliance with all applicable laws and regulations. - Compliance	5	0.00%	99.90%	99.90%
* An overall internal customer satisfaction rating of 85% is achieved. - Rating	4	0.00%	85.00%	85.00%
* The Budget/Cost Ratio (planned cost divided by actual cost) is at 1.0. - Ratio	5	0.00	1.00	1.00

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**Service Delivery Plan 74001 - Citywide Procurement of Goods & Services**

Conduct procurement processes in support of all City Operations.

<u>Service Delivery Plan Measures</u>	<u>FY2001/2002 Adopted</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Adopted</u>
* Procurement cycle is equal to the average of the previous three (3) years for formal purchases. - Days	0.00	50.00	50.00
* Procurement cycle is equal to the average of the previous three (3) years for informal purchases. - Days	0.00	13.00	13.00
* Procurement cycle is equal to the average of the previous three (3) years for City construction projects. - Days	0.00	90.00	90.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740000 - Formal Purchases</b>				
Product: A Contract Issued				
FY 2002/2003 Adopted	\$103,384.99	0.00	1,660.00	\$0.00
FY 2003/2004 Adopted	\$109,529.16	0.00	1,660.00	\$0.00
<b>Activity 740001 - Informal Purchases</b>				
Product: A Contract Issued				
FY 2002/2003 Adopted	\$180,798.66	0.00	2,850.00	\$0.00
FY 2003/2004 Adopted	\$191,654.20	0.00	2,850.00	\$0.00
<b>Activity 740002 - City Construction Projects</b>				
Product: A Contract Issued				
FY 2002/2003 Adopted	\$94,093.86	0.00	1,500.00	\$0.00
FY 2003/2004 Adopted	\$99,684.46	0.00	1,500.00	\$0.00
<b>Totals for Service Delivery Plan 74001:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
<b>FY 2002/2003 Adopted</b>	<b>\$378,277.51</b>		<b>6,010.00</b>	
<b>FY 2003/2004 Adopted</b>	<b>\$400,867.82</b>		<b>6,010.00</b>	

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**Service Delivery Plan 74002 - Payment of Supplier Invoices**

Conduct payment processes in support of all City Operations.

<u>Service Delivery Plan Measures</u>	<u>FY2001/2002 Adopted</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Adopted</u>
* Cost of P-card transactions equals 75% of the cost of an invoice transaction. - Percent	0.00%	75.00%	75.00%
* The percentage of checks issued error free is within a 10% variance of the prior three (3) year average. - Percent	0.00%	10.00%	10.00%
* Recipient copy by January 31st, IRS copy by March 31st 100% of the time. - Percent	0.00%	100.00%	100.00%
* Timely submission of quarterly sales and use tax are reported 100% of the time. - Percent	0.00%	100.00%	100.00%
* Timely submission of EDD independent contractor report is submitted every other Monday 100% of the time. - Percent	0.00%	100.00%	100.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740003 - Purchasing Card Administration</b>				
Product: A Transaction Processed				
FY 2002/2003 Adopted	\$58,563.77	4,000.00	900.00	\$14.64
FY 2003/2004 Adopted	\$61,886.65	4,000.00	900.00	\$15.47
<b>Activity 740007 - Payments</b>				
Product: A Payment Vouched				
FY 2002/2003 Adopted	\$205,747.30	45,000.00	3,960.00	\$4.57
FY 2003/2004 Adopted	\$218,344.64	45,000.00	3,960.00	\$4.85
<b>Activity 740008 - Purchasing Card Transactions</b>				
Product: A Transaction Processed				
FY 2002/2003 Adopted	\$12,559.65	0.00	200.00	\$0.00
FY 2003/2004 Adopted	\$13,314.58	0.00	200.00	\$0.00
<b>Activity 740009 - Reports Generated - 1099's</b>				
Product: A Report Issued				
FY 2002/2003 Adopted	\$16,876.00	300.00	270.00	\$56.25
FY 2003/2004 Adopted	\$17,876.03	300.00	270.00	\$59.59
<b>Activity 740010 - Reports Generated</b>				
Product: A Report Issued				
FY 2002/2003 Adopted	\$26,883.98	50.00	430.00	\$537.68
FY 2003/2004 Adopted	\$28,478.38	50.00	430.00	\$569.57
<b>Activity 740026 - Travel Documentation Processing</b>				
Product: A Travel Expense Report				
FY 2002/2003 Adopted	\$12,004.18	800.00	200.00	\$15.01
FY 2003/2004 Adopted	\$12,729.18	800.00	200.00	\$15.91

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**Totals for Service Delivery Plan 74002:**

	<u>Costs</u>	<u>Work Hours</u>
FY 2002/2003 Adopted	\$332,634.88	5,960.00
FY 2003/2004 Adopted	\$352,629.46	5,960.00

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**Service Delivery Plan 74003 - Procurement Systems Operation & Support**

Perform computer systems support for procurement operations.

<u>Service Delivery Plan Measures</u>	<u>FY2001/2002 Adopted</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Adopted</u>
* Support hours per contract is equal to previous three (3) year average. - Hours	0.00	0.80	0.70
* Bids are advertised in compliance with municipal code 100% of the time. - Percent	0.00%	100.00%	100.00%
* Intranet Purchasing Procedure Manual is updated within 30 days of each change. - Days	0.00	30.00	30.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740014 - Systems Support - P/O Contract Issuance</b>				
Product: A Contract Supported				
FY 2002/2003 Adopted	\$98,395.88	1,840.00	1,420.00	\$53.48
FY 2003/2004 Adopted	\$104,145.11	2,000.00	1,420.00	\$52.07
<b>Activity 740015 - Systems Support - Internet Related Activities</b>				
Product: A Bid Solicitation Advertised				
FY 2002/2003 Adopted	\$13,567.48	300.00	200.00	\$45.22
FY 2003/2004 Adopted	\$14,376.59	300.00	200.00	\$47.92
<b>Activity 740016 - Systems Support - Miscellaneous Activities</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$3,391.87	0.00	50.00	\$0.00
FY 2003/2004 Adopted	\$3,594.14	0.00	50.00	\$0.00
<b>Totals for Service Delivery Plan 74003:</b>				
	<u>Costs</u>		<u>Work Hours</u>	
<b>FY 2002/2003 Adopted</b>	<b>\$115,355.23</b>		<b>1,670.00</b>	
<b>FY 2003/2004 Adopted</b>	<b>\$122,115.84</b>		<b>1,670.00</b>	



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**Service Delivery Plan 74004 - Central Warehousing**

Stocking and distributing supplies of common usage and disposing of surplus property.

<u>Service Delivery Plan Measures</u>	<u>FY2001/2002 Adopted</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Adopted</u>
* The ratio of revenue generated to program costs is within a 10% variance of the prior three (3) year average. - Percent	0.00%	10.00%	10.00%
* Scrap items are recycled, if appropriate, 100% of the time. - Percent	0.00%	100.00%	100.00%
* Stock turnover rate is within a 10% variance of the prior three (3) year average. - Percent	0.00%	10.00%	10.00%
* Stock outage rate is within a 10% variance of the prior three (3) year average. - Percent	0.00%	10.00%	10.00%
* End user is notified within one working day that shipment has been received 95% of the time. - Percent	0.00%	95.00%	95.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740017 - Disposal of Surplus - Items Sold</b>				
Product: A Surplus Item - Sold				
FY 2002/2003 Adopted	\$16,653.85	1,400.00	120.00	\$11.90
FY 2003/2004 Adopted	\$17,172.49	1,400.00	120.00	\$12.27
<b>Activity 740018 - Disposal of Surplus - Items Scrapped</b>				
Product: A Surplus Item Scrapped				
FY 2002/2003 Adopted	\$5,353.19	1,400.00	100.00	\$3.82
FY 2003/2004 Adopted	\$5,679.40	1,400.00	100.00	\$4.06
<b>Activity 740019 - Inventory Management</b>				
Product: An Item Stocked				
FY 2002/2003 Adopted	\$156,641.22	1,325.00	2,665.00	\$118.22
FY 2003/2004 Adopted	\$165,770.66	1,325.00	2,665.00	\$125.11
<b>Activity 740020 - Stock Issuance</b>				
Product: An Item Issued				
FY 2002/2003 Adopted	\$95,005.65	28,000.00	1,750.00	\$3.39
FY 2003/2004 Adopted	\$100,790.06	28,000.00	1,750.00	\$3.60
<b>Activity 740021 - Centralized Receiving</b>				
Product: A Shipment Received				
FY 2002/2003 Adopted	\$27,207.57	3,300.00	500.00	\$8.24
FY 2003/2004 Adopted	\$28,863.84	3,300.00	500.00	\$8.75
<b>Totals for Service Delivery Plan 74004:</b>				
	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	<b>\$300,861.48</b>		<b>5,135.00</b>	
FY 2003/2004 Adopted	<b>\$318,276.45</b>		<b>5,135.00</b>	

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**Service Delivery Plan 74005 - Provide Management and Administrative Services**

Provide management and administrative services in support of program activities.

<u>Service Delivery Plan Measures</u>	<u>FY2001/2002 Adopted</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Adopted</u>
* Overall customer satisfaction rating of 85% is achieved. - Percent	0.00%	85.00%	85.00%
* 80% of non-routines are completed within initial plan. - Percent	0.00%	80.00%	80.00%
* Employees attend a minimum of one 8-hour training session per year as identified in employee's work plan. - Percent	0.00	90.00	90.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Activity 740022 - Administration</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$91,685.56	0.00	1,150.00	\$0.00
FY 2003/2004 Adopted	\$95,230.91	0.00	1,150.00	\$0.00
<b>Activity 740023 - Consulting Services</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$60,981.86	0.00	900.00	\$0.00
FY 2003/2004 Adopted	\$64,342.67	0.00	900.00	\$0.00
<b>Activity 740024 - Special Projects</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$41,625.67	0.00	500.00	\$0.00
FY 2003/2004 Adopted	\$43,141.76	0.00	500.00	\$0.00
<b>Activity 740025 - Training</b>				
Product: A Work Hour				
FY 2002/2003 Adopted	\$66,305.18	0.00	950.00	\$0.00
FY 2003/2004 Adopted	\$69,799.45	0.00	950.00	\$0.00
<b>Totals for Service Delivery Plan 74005:</b>	<u><b>Costs</b></u>		<u><b>Work Hours</b></u>	
FY 2002/2003 Adopted	<b>\$260,598.27</b>		<b>3,500.00</b>	
FY 2003/2004 Adopted	<b>\$272,514.79</b>		<b>3,500.00</b>	

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
<b>Totals for Program 740:</b>				
<b>FY 2002/2003 Adopted</b>	<b>\$1,387,727.37</b>		<b>22,275.00</b>	
<b>FY 2003/2004 Adopted</b>	<b>\$1,466,404.36</b>		<b>22,275.00</b>	