



# Philadelphia International Airport (PHL) Northeast Philadelphia Airport (PNE)

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Contract and Planning Administrator

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City of Philadelphia,  
Department of Aviation



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# Department of Aviation's Purchasing Administration Unit (PAU)



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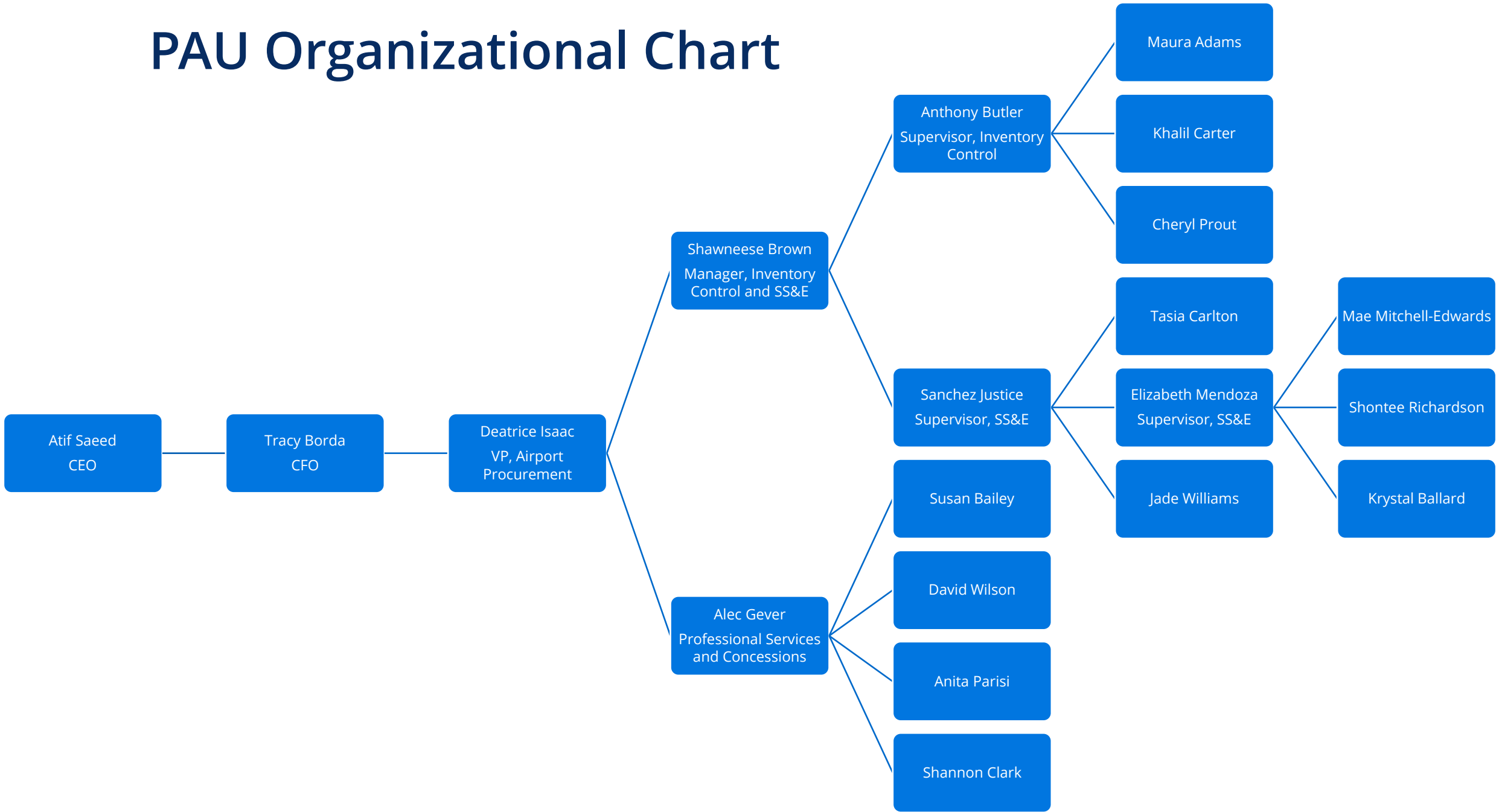
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# Overview



- PAU's mission is to acquire the necessary services, supplies and equipment for all Airport units
- We work with each end user to develop solicitations (Bid or RFP) and facilitate a fair, competitive purchasing process
- PAU processes contract awards, renewals, and amendments
- PAU funds contracts (Purchase Orders and Encumbrances)
- PAU is broken up into 3 sub-units:
  - Services, Supplies & Equipment (SS&E)
  - Inventory Control Team
  - Professional Services and Concessions

# PAU Organizational Chart



# Impact on the Department of Aviation's Mission & Vision



## Vision

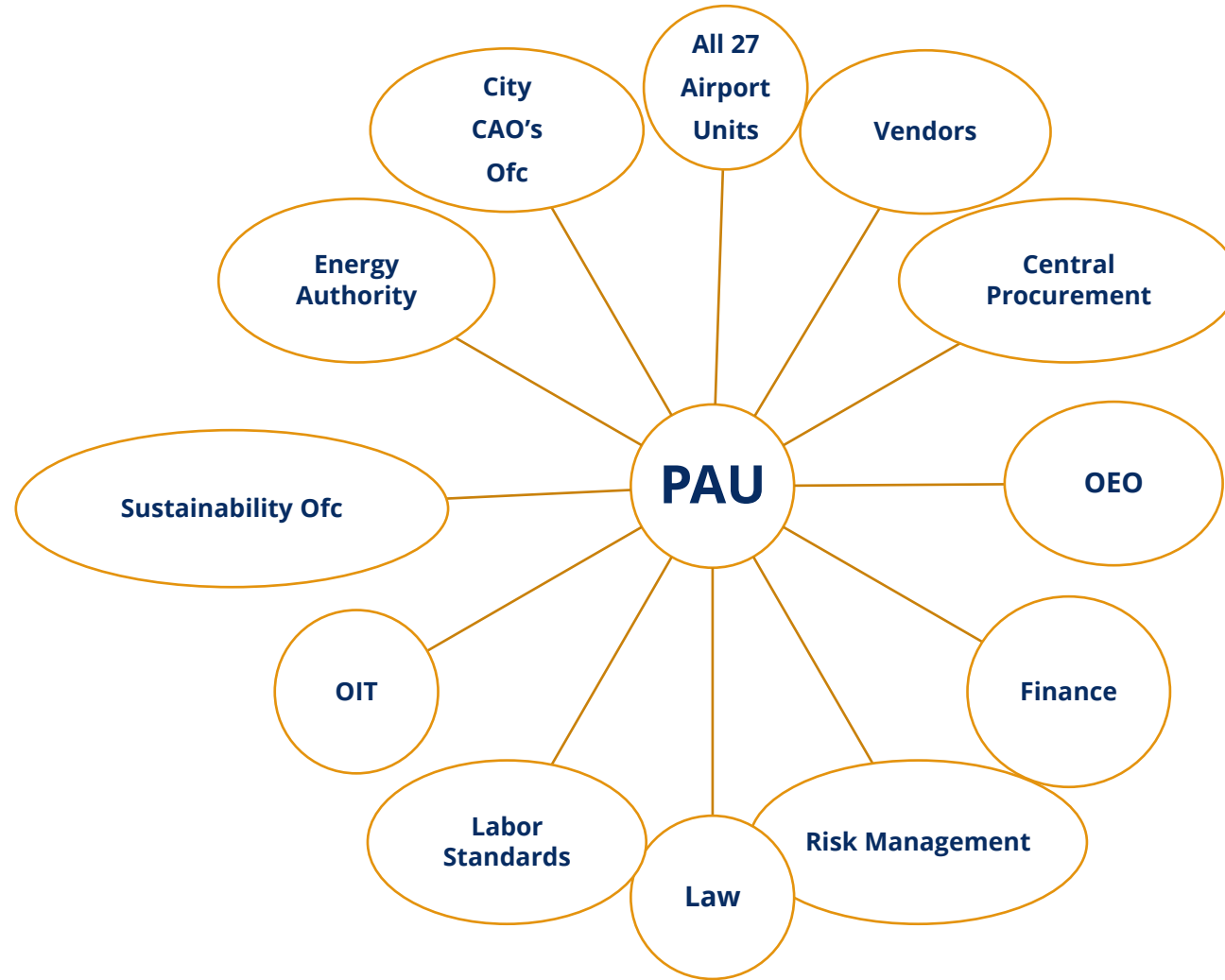
We are a World Class Global Gateway of Choice

## Mission

Proudly Connecting Philadelphia with the World

- PAU is your gateway to access everything you need to complete your job, from office supplies to engineering services
- We support general operating needs as well as capital improvements, all of which make PHL a world class global gateway of choice
- PAU provides companies opportunities to do business with us, including new firms and diverse businesses, which expands our reach
- It makes us proud to have the contracts in place which keep this facility moving and improving

# PAU STAKEHOLDER ECOSYSTEM



**Internal and External Collaborations**



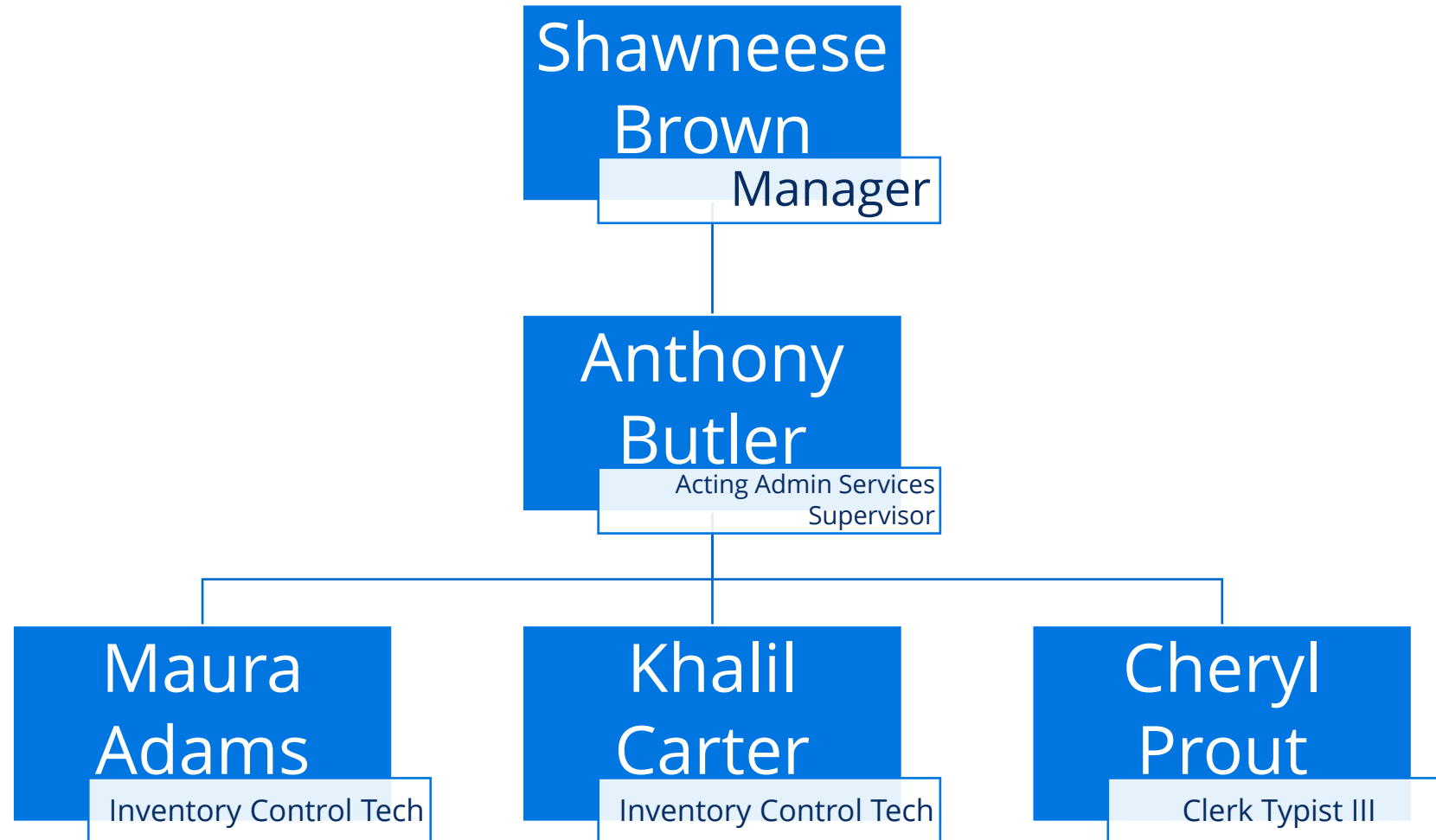
# Overview of Inventory Control



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# ICT Organizational Chart





# What Does ICT Do?



- The Inventory Control Team is responsible for tracking PHL's Class 400 Inventory (Personal Property), Class 300 Inventory (Consumables), managing the Lost and Found Program, asset disposal and tagging items valued over \$750.
- Class 400 inventory is conducted once per year.
- Class 300 inventory is conducted twice per year.



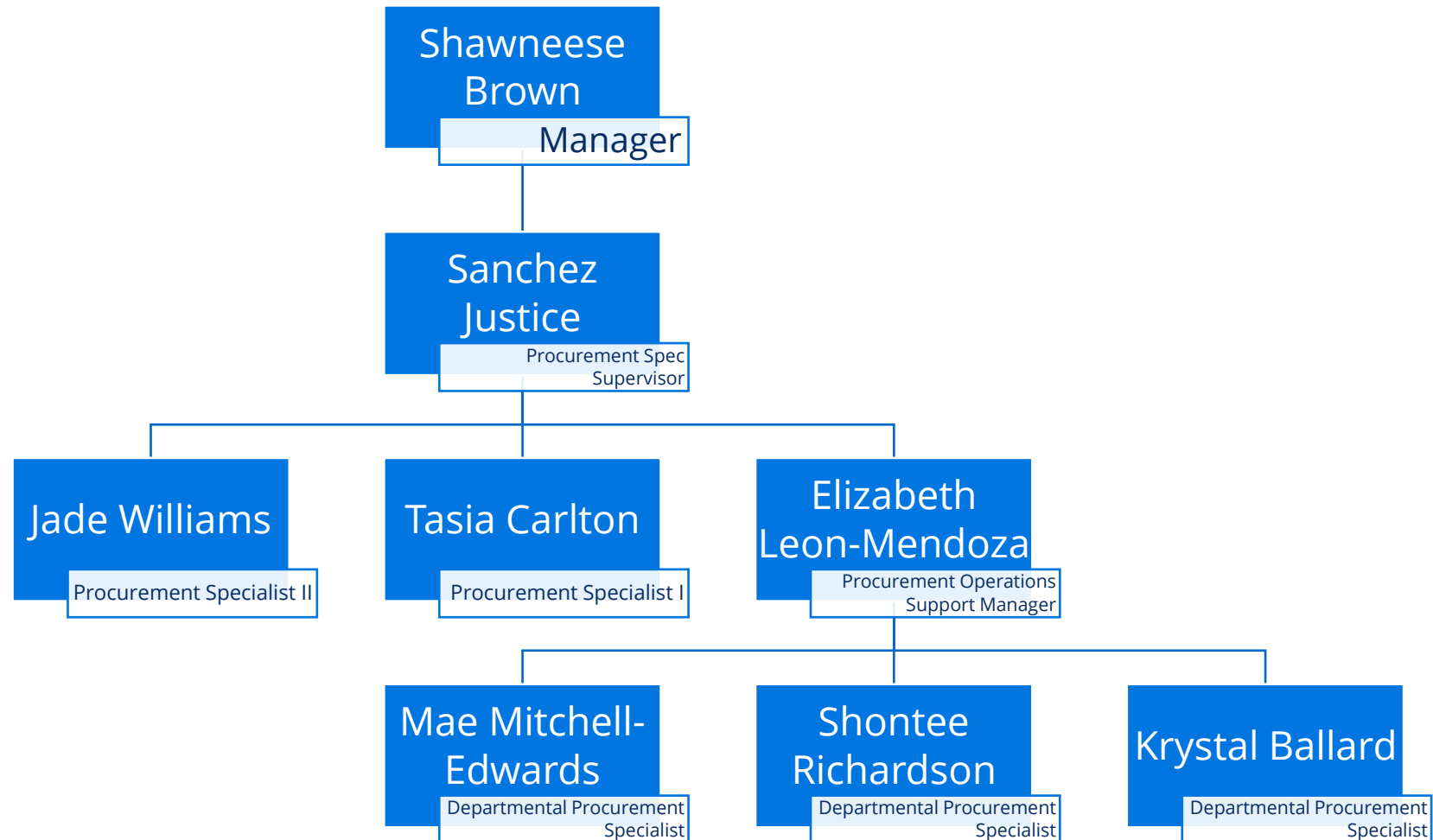
# Overview of Services, Supplies & Equipment (SS&E)



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# SS&E Team Organizational Chart



# Memorandum of Understanding (MOU)



- Effective January 1, 2018, PHL was granted permission to perform the majority of its own SS&E purchasing tasks.
- Allowed DOA to strategically manage our own priorities
- Allowed DOA to drastically decrease our processing times.
- This MOU does not include biddable projects that are capital funded (Public Works).

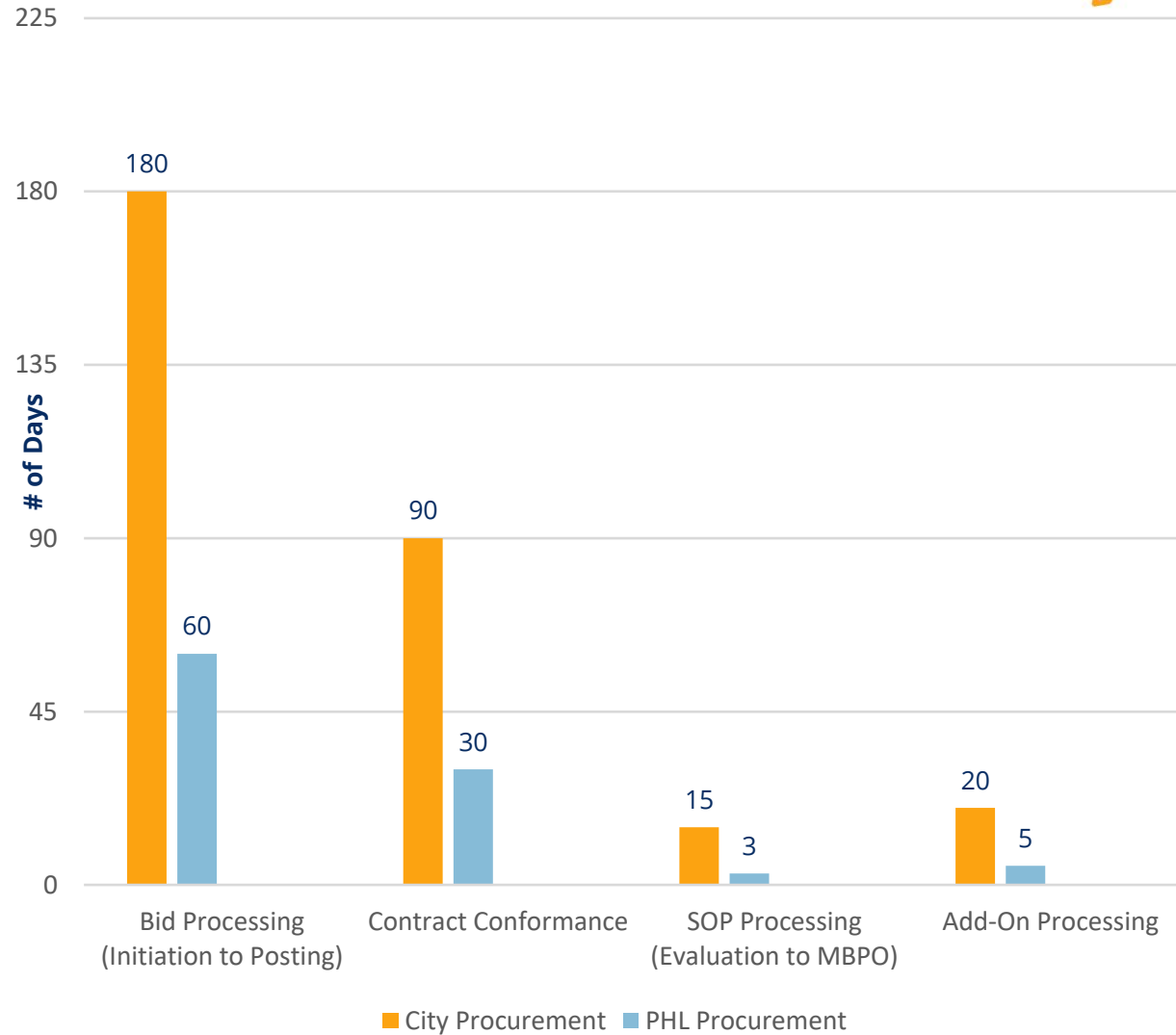
# What are Services, Supplies & Equipment?



- Supplies and Equipment are typically physical objects that can be bought and sold.
- Services are activities that provide a benefit and cannot be physically stored.
- City definition of a services, supplies and equipment opportunity: a competitively bid contract for the purchase of goods, supplies or services to which the City or a City Agency is a party that is subject to the lowest responsible and responsive bidder requirements



# Processing Times



# Procurement Methods



Purchase Type	Contract Amount	Contract Term
Direct Purchase Order (DPO)	Up to \$750	One time payment
Micro Purchase (MP)	\$40,000 or less	1-year contract No renewal terms
Small Order Purchase (SOP)	\$88,000 or less	1-year contract Three optional 1-year renewal terms
Local Small Order Purchase (LSOP)	\$117,000 or less	1-year contract Three optional 1-year renewal terms Must be awarded to a Local Business Entity (LBE)
City-Wide (low bid contract)	\$40,000 or more	1-year contract Three optional 1-year renewal terms
Departmental (low bid contract)	\$40,000 or more	1-year contract Three optional 1-year renewal terms
Best Value RFP	\$40,000 or more	1-year contract Three optional 1-year renewal terms
Petty Cash	\$750 or less	One time payment
Order and Bill	N/A	One time payment

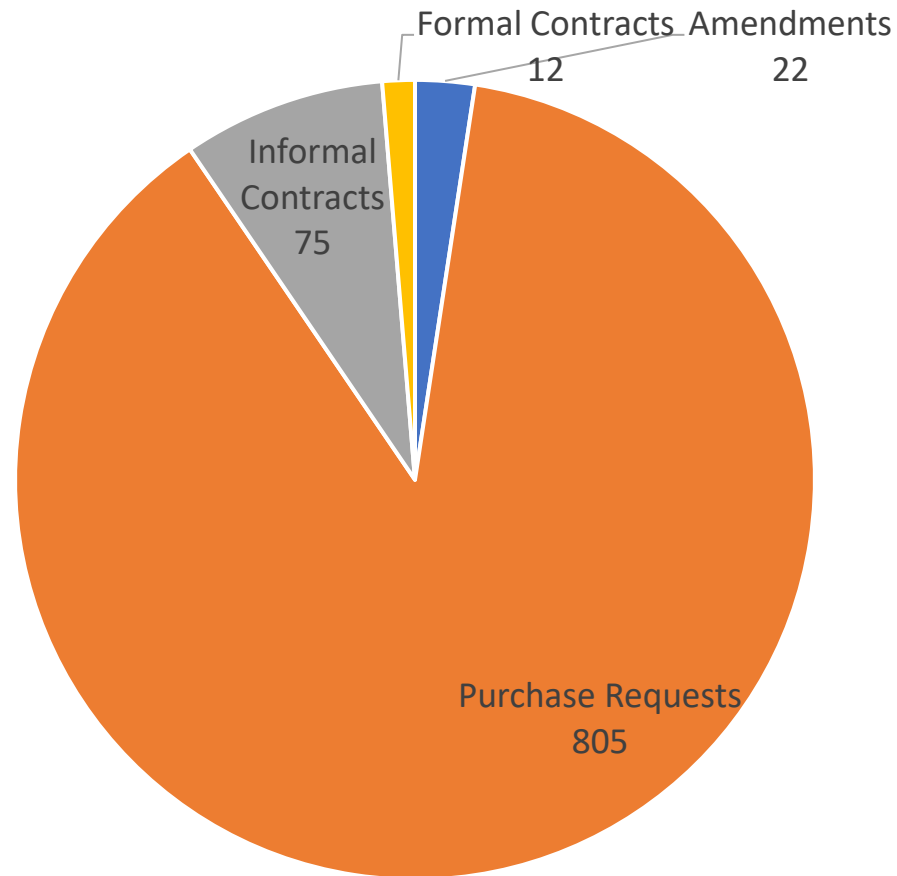
# Other Procurement Methods

Purchase Type	Solicitation Method
Add-on	
Direct Purchase Authorization (DPA)	Written request to Procurement prior to purchase is required
Direct Payment Authorization (Direct)	Invoices are sent directly to Finance for payment without a formal contract; subscriptions are an example
Emergency Order (EO)	Must justify emergency as affecting the immediate health, safety and welfare of the City
Confirming Order (CO)	A document required to pay a vendor when a product/service is received without a contract and/or PO
State Contract/Cooperative Bidding	Written request to Procurement prior to entering into an agreement

**NOTE: ALL PURCHASING METHODS LISTED ABOVE REQUIRE A JUSTIFICATION MEMO AND/OR SIGNATURE BY SENIOR STAFF**



# FY23 Activity



■ Amendments   ■ Purchase Requests   ■ Informal Contracts   ■ Formal Contracts

# Recent Successes



- **Services, Supplies and Equipment**

- Promotion: Tasia Carlton to Procurement Specialist 1
- Rushed two purchase orders saving the Airport \$550K
- In collaboration with OBD, launched the Change Your Altitude Series focused on access capacity building and education for minority, small and new businesses
- Reinstated biannual meetings with Central Procurement
- Amazon purchasing was approved
- Completion of uniform installation

- **Inventory Control**

- Promotion: Anthony Butler to Administrative Services Supervisor
- Changed the Lost and Found pickup from 30 days to 14 days to operate more efficiently
- Ongoing effort affix inventory tags to newly purchased furniture at IP2 and the document locations were updated accordingly
- Significantly decreased time needed to complete the C300 and C400 inventory

# Who to Contact – SS&E



## Formal Bids

Our [Procurement Specialists](#) will contact you when it is time to process specifications for SS&E bids. You should contact them regarding NEW opportunities.

- Tasia Carlton, Procurement Specialist
- Jade Williams, Procurement Specialist
- Sanchez Justice, Procurement Specialist Supervisor

## Small Purchases

Please contact your assigned [Departmental Procurement Specialist \(DPS\)](#) with questions or concerns re: purchase request and purchases.

- Krystal Ballard, Departmental Procurement Specialist
- Mae Mitchell, Departmental Procurement Specialist
- Shontee Richardson, Departmental Procurement Specialist
- Elizabeth Leon-Mendoza, Procurement Operations Support Manager

## Not Sure?

- Shawneese Brown, Unit Manager



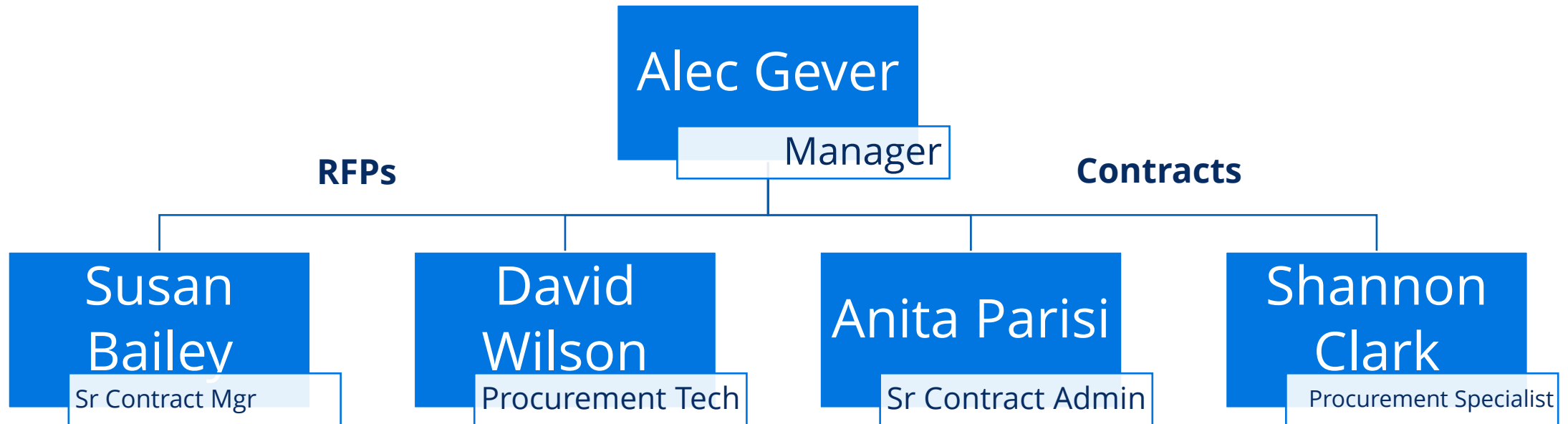
# Overview of Professional Services (PS)



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# PS Team Organizational Chart



# What are Professional Services?



- A personal, intangible quality involved in the rendition of such services which would be lost sight of if such contracts had to be awarded to the lowest bidder
- City definition of a professional services opportunity: a non-competitively bid contract for the purchase of goods or services to which the City or a City Agency is a party that is not subject to the lowest responsible bidder requirements



# PS Procurement Methods



Purchase Type	Contract Amount	Solicitation Method	Contract Terms	Processing Time
Micro Purchase (MP)	\$40,000 or less	PAU solicits vendor proposals	1-year contract No renewal terms	4 – 6 weeks
Small Order Purchase (SOP)	\$88,000 or less	SOP RFP posted on eContract Philly	1-year contract Three optional 1-year renewal terms	2 – 3 months
Local Small Order Purchase (LSOP)	\$117,000 or less	LSOP RFP posted on eContract Philly	1-year contract Three optional 1-year renewal terms	2 – 3 months
Formal Request for Proposals (RFP)	\$88,000 or more	Formal RFP posted on eContract Philly	1-year contract Four optional 1-year renewal terms	6 months – 1 year +

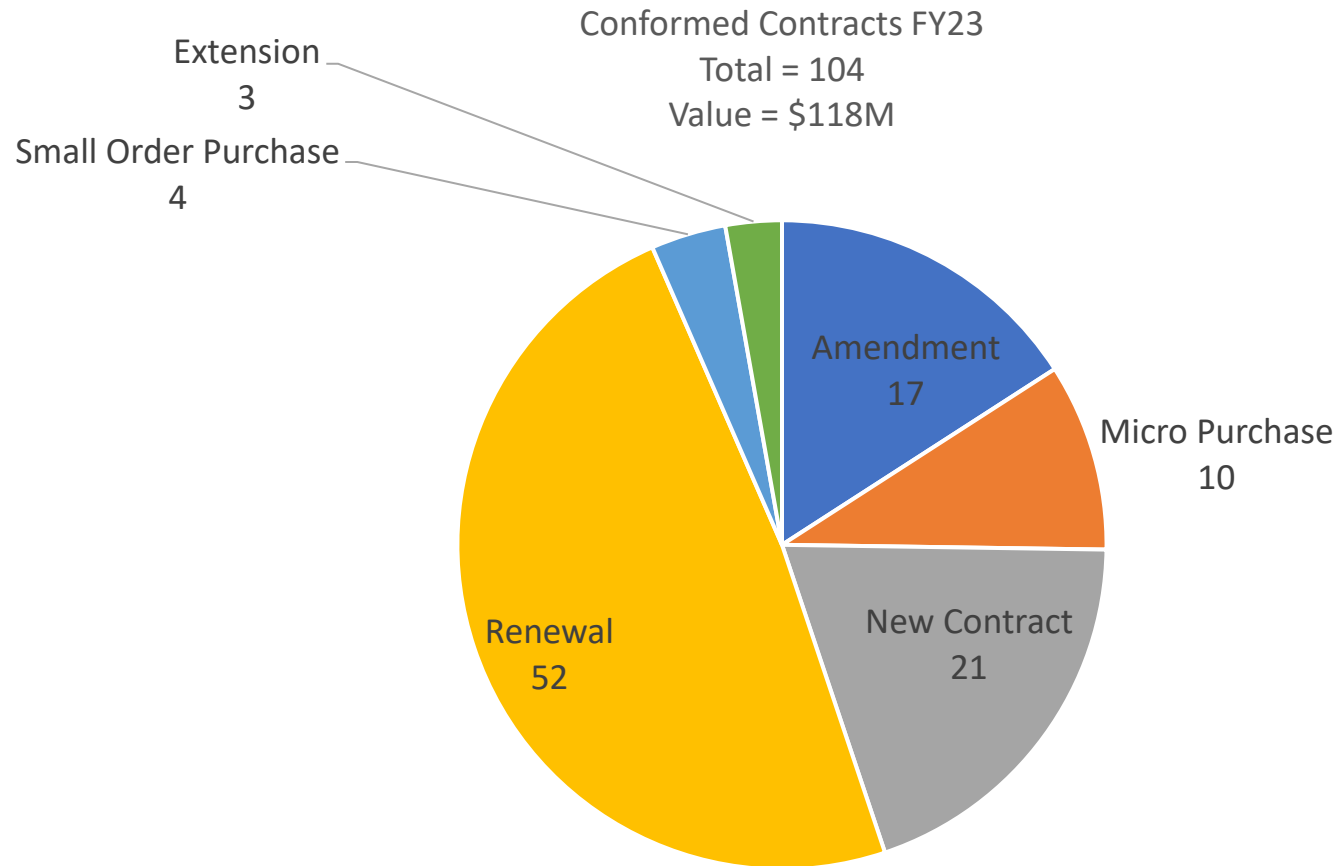
# Evaluation Committees



- MUST be an odd number of participants
- MUST be City employees, which can include employees from other City Departments
- MUST be diverse, in terms of:
  - Race
  - Gender
  - Age
  - Job function
- Minimum number of participants based upon contract value:
  - \$117,000 or less = 1 person minimum
  - \$117,000 – \$999,999 = 3 person minimum
  - \$1million or greater = 5 person minimum



# FY23 Activity



■ Amendment ■ Micro Purchase ■ New Contract ■ Renewal ■ Small Order Purchase ■ Extension

# Recent Successes



- Concessions
  - New Distributed Antenna System (DAS) contract conformed w/ ACDBE prime contractor
  - New Airport Cargo Community System (ACCS) contract conformed
- Professional Services
  - Promotion: Shannon Clark to Departmental Procurement Specialist
  - 104 professional services contracts conformed in FY23, valued at \$118 million
    - 43% (\$51 million) committed to M/WBE firms
  - Converted 4 PS Micro Purchases (MPs) to Small Order Purchases (SOPs)
  - CDG issued and conformed 5 new SOP opportunities
  - New opportunities issued for GIS, Executive Coaching and Employee Engagement Survey Services
  - New City RFP template issued which included input from PAU
  - Implemented vendor onboarding meetings for new contracts

# Who to Contact – Professional Services and Concessions



## Formal RFPs

- Susan Bailey – CDG and CFO opportunities
- David Wilson – CAO, CIO, COO, CRO, and concession opportunities

## MPs, SOPs, Contract Conformance, and Encumbrances

- Shannon Clark

## Contract Conformance and Encumbrances (liquidations)

- Anita Parisi

## Not Sure?

- Alec Gever



# PAU Aspirations



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# Joint Aspirations



- Plan Better
  - There are many sequential steps in the purchasing process with multiple stakeholders
  - Stakeholders' priorities do not always align
  - Planning for the future and anticipating timeline setbacks will help us ensure contracts are available when needed
  - You can help PAU by being responsive and proactive
  - Involve PAU in early purchasing conversations
- Expanded Reporting Abilities
  - The new AIS Mercury system is being designed to address current reporting deficiencies
  - City departments and external agencies ask for information which has to be manually calculated instead of auto-generated
- Increase Vendor Pool and Diversity
  - Vendor sourcing
  - The new OPAL system should increase payment processing times and encourage more vendors to submit bids and proposals
  - Continue working with Airport units to ensure that unnecessary barriers are removed from contracting process that make it more difficult for minority, small and new firms to contract with us
  - Continue collaboration with OBD to host vendor outreach events

# Looking Forward to 2026



- Collaborate with all Airport Units to understand their purchasing needs leading up to 2026
- Streamline our internal processes to easily identify these requests and expedite when possible
- Communicate with central agencies to alert them of upcoming purchases that may need to be expedited
- Start buying and stocking where possible



# Thank You!

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