



Agenda Item 4e

September 16, 2014

ITEM NAME: Annual Contracting and Procurement Activity Report

PROGRAM: Operations Support Services Division

ITEM TYPE: Information Consent

EXECUTIVE SUMMARY

The purpose of this agenda item is to present the Annual Procurement Activity Report and the Annual Consulting and Service Contracts Report for Fiscal Year (FY) 2013-14.

BACKGROUND

The Contracts and Procurement Activity reports are presented on an annual basis to provide detailed fiscal year encumbrances for both procurement and contracting activities.

ANALYSIS

Annual Procurement Activity Report (Attachment 1)

- This report contains information for all new purchase orders executed during the reporting period. This report shows all purchase orders under \$10,000 on the top of the page and those over \$10,000 on the bottom of the page. Purchase Orders were issued for Hardware, Software, Maintenance, Non-IT, Consulting, Office Supplies, State Building and Subscriptions. Non-IT purchases include printing, memberships, reasonable accommodations, publications, telecommunications and training. Subscriptions include technology subscriptions for the Investment Office.
- Additionally, with the implementation of the new PeopleSoft eProcurement system we have a more robust reporting functionality. In the previous system, the report did not capture items such as training, memberships, and non-INVO subscriptions. This new system delivers an expanded, detailed view of the Purchase Order categories listed above. And although the number of purchase orders from last year has of course increased, the total amount spent has significantly decreased.

Trending Information for Purchase Orders:

Fiscal Year	Total Purchase Orders \$	Total Number of Purchase Orders
FY 2011-12	\$91,986,762	2,436
FY 2012-13	\$101,081,941	2,467
FY 2013-14	\$85,593,618	2,673
3-Year Trend	Decreasing	Increasing

Annual Consulting and Service Contracts Report (Attachment 2)

- This report contains information for all active consulting and service contracts (with encumbrances of \$100,000 or greater) during the reporting period.

Trending Information for Contracts:

Fiscal Year	Total Contract \$	Total Number of Contracts
FY 2011-12	\$262,752,070	119
FY 2012-13	\$329,990,636	135
FY 2013-14	\$377,345,290	144
3-Year Trend	Increasing	Increasing

Due to changes in the invoicing methods and the addition of the new Health Maintenance Organization (HMO) contracts, there was an increase to total number of contracts and contract encumbrances.

BUDGET AND FISCAL IMPACTS

Not Applicable

ATTACHMENTS

Attachment 1 – Annual Procurement Activity Report

Attachment 2 – Annual Consulting and Service Contracts Report

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