



Consent

Agenda Item 4e

October 20, 2015

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) 2014-15.

STRATEGIC PLAN

This item is not a specific part of the Strategic Plan, but is part of the regular and ongoing workload of the Operations Support Services Division.

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

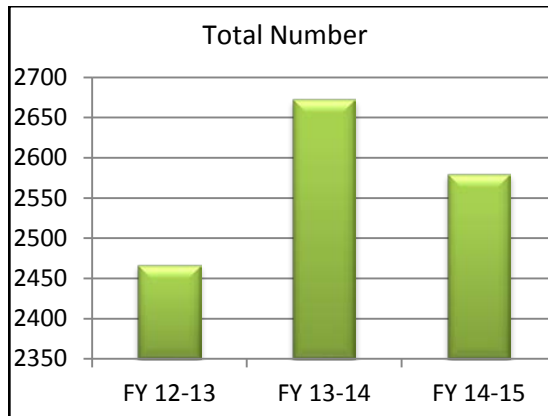
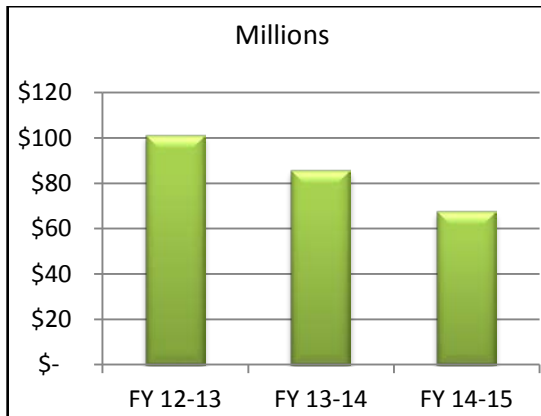
Annual Procurement Activity Report (Attachment 1)

- 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.
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- This year shows a decrease in both the total number of purchase orders and total purchase order amount, most significantly in the areas of Hardware, Software, and Subscriptions.

Trending Information for Purchase Orders:

Fiscal Year	Total Purchase Orders \$	Total Number of Purchase Orders
FY 2012-13	\$101,081,941	2,467
FY 2013-14	\$85,593,618	2,673
FY 2014-15	\$67,474,024	2,580
3-Year Trend	Decreasing	Decreasing

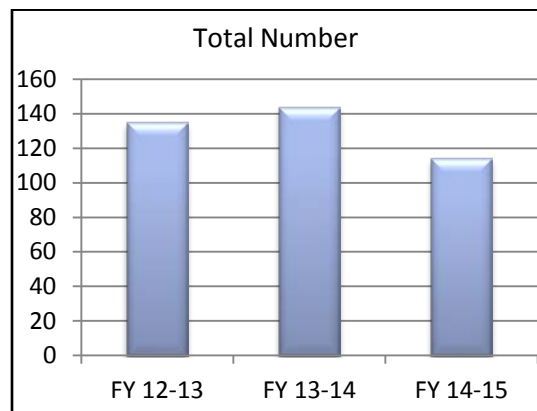
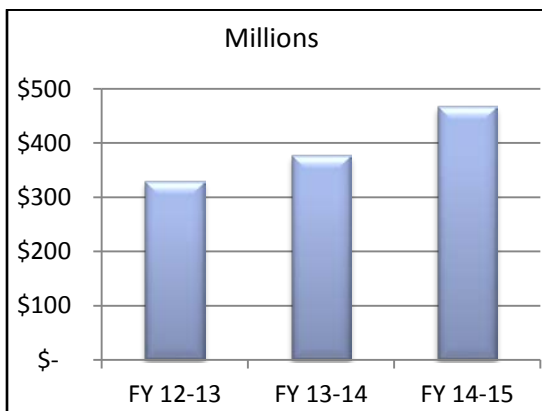


Annual Consulting and Service Contracts Report (Attachment 2)

- This report contains information for all active consulting and service contracts (with encumbrances of \$100,000 or greater) during the reporting period.
- Although the total number of contracts has decreased this year, there is an increase in total contract amount. The increase reflects a full year of health plan administrative costs whereas the previous reporting period only accounted for six months of cost associated with the health plan contracts, which took effect January 1, 2014.

Trending Information for Contracts:

Fiscal Year	Total Contract \$	Total Number of Contracts
FY 2012-13	\$329,990,636	135
FY 2013-14	\$377,345,290	144
FY 2014-15	\$467,427,994	114
3-Year Trend	Increasing	Decreasing



This year's 114 contracts were awarded as follows:

Award Type	Quantity	Notes
Request for Proposal (RFP)	30	
Competitive Negotiation	1	
Invitation for Bid (IFB)	1	
Pool	30	
Not Subject to Bid	34	22 Legal contracts, 7 Interagency Agreements, 5 Other
Exempt from Competitive Bid	18	15 Investment contracts, 3 Other

BUDGET AND FISCAL IMPACTS

This item does not have any specific budget or fiscal impact, but is part of the regular and ongoing workload of the Operations Support Services Division.

BENEFITS/RISKS

Not applicable

ATTACHMENTS

Attachment 1 – Annual Procurement Activity Report

Attachment 2 – Annual Consulting and Service Contract Report

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