



Finance and Administration Committee Agenda Item 4e

September 20, 2016

Item Name: Annual Contract 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) 2015-16.

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 expenditures for both procurement and contracting activities.

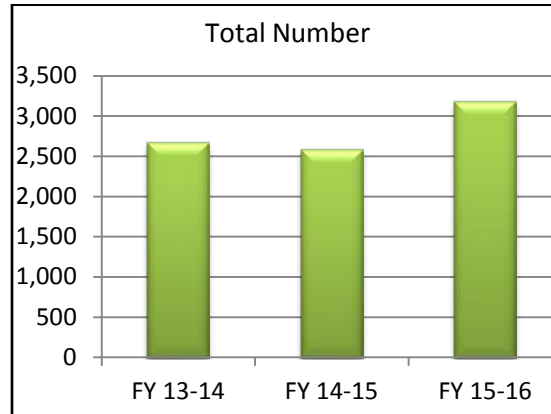
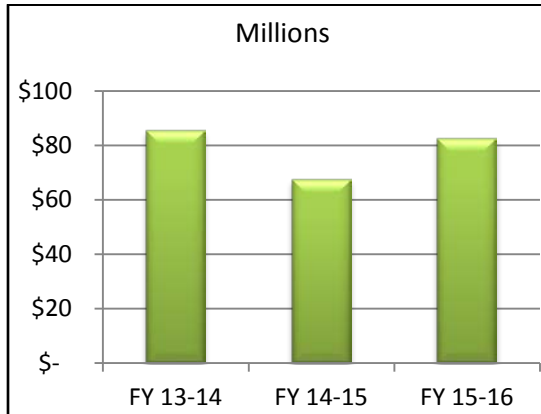
Analysis

Annual Procurement Activity Report (Attachment 1)

- This report contains information for all purchase orders with expenditures for 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, training, and service orders. Subscriptions include technology subscriptions for the Investment Office.
- This year shows an increase in both the total number of purchase orders and total purchase order amount. The increases can be attributed in large part to the \$5.8M hardware refresh project that had no funding in FY 14/15; by converting all Letters of Engagement for the Investment Office into the eProcurement System this year; and including service orders for purchases such as, vehicle maintenance, interpreter services, and ergonomic evaluations, which were not included in previous years.

Trending Information for Purchase Orders:

Fiscal Year	Total Purchase Orders \$	Total Number of Purchase Orders
FY 2013-14	\$85,593,618	2,673
FY 2014-15	\$67,474,024	2,580
FY 2015-16	\$82,584,762	3,183
3-Year Trend	Increasing	Increasing

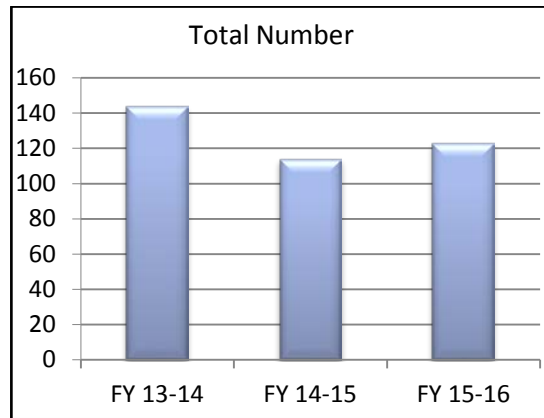
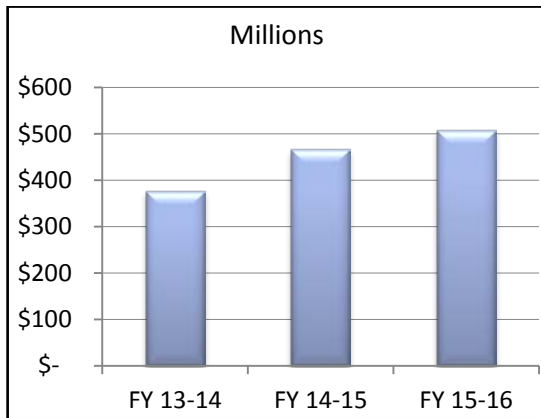


Annual Consulting and Service Contracts Report (Attachment 2)

- This report contains information for all active consulting and service contracts (with expenditures of \$100,000 or greater) during the reporting period.
- This year shows an increase in both the total number of contracts (an additional 9 contracts) and the total contract amount (an increase of \$40,439,049). The increases can be attributed in large part to the implementation of the Private Equity Accounting and Reporting System (PEARS) project, the Functional Optimization project, and the timing of invoices submitted to CalPERS and the payments to the vendor.

Trending Information for Contracts:

Fiscal Year	Total Contract \$	Total Number of Contracts
FY 2013-14	\$377,345,290	144
FY 2014-15	\$467,427,994	114
FY 2015-16	\$507,867,043	123
3-Year Trend	Increasing	Increasing



This year's 123 contracts were awarded as follows:

Award Type	Quantity	Notes
Request for Proposal (RFP)	30	Average of 3 bidders per RFP
Alternative Solicitation	1	
Invitation for Bid (IFB)	5	
Pool	42	
Not Subject to Bid	29	18 Legal, 6 Interagency Agreements, 5 Other
Exempt from Competitive Bid	16	14 Investment contracts, 2 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 and Risks

Not applicable

Attachments

Attachment 1 – Annual Procurement Activity Report

Attachment 2 – Annual Consulting and Service Contract Report

Kimberly A. Malm
Chief, Operations Support Services Division

Douglas Hoffner
Interim Chief Executive Officer

