Finance and Administration Committee
Agenda Item 5d

September 25, 2018

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 Consulting and Service Contract Report and the Annual Procurement Activity Report for Fiscal Year (FY) 2017-18.

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 information and fiscal year totals for both procurement and contracting activities.

Analysis
Overall, the combined contracting and purchasing activity has decreased by nearly $41M compared to last FY.

The total contract amount for FY 2017-18 decreased by $23M. Although contract amounts increased in some areas and decreased in others, the reduction is predominantly in investment contracts, with a reduced amount of nearly $31M. Health contracts (which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans increased by $8.5M, whereas Information Technology contract amounts decreased by nearly $8M due to the completion of projects.

Comparison trending also shows a decrease in purchase order quantity and amount in the areas of Consulting Services, Hardware, Software, and Maintenance.
• Annual Consulting and Service Contract Report (Attachment 1) includes detailed information on consulting and service agreements (with an amount of $100,000 or greater) utilized during the reporting period.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Contract Amount</th>
<th>Total Number of Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016-17</td>
<td>$482,037,785</td>
<td>97</td>
</tr>
<tr>
<td>FY 2017-18</td>
<td>$458,966,945</td>
<td>97</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Purchase Order Amount</th>
<th>Total Number of Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016-17</td>
<td>$96,050,617</td>
<td>3,223</td>
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<td>FY 2017-18</td>
<td>$78,390,249</td>
<td>2,886</td>
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</tbody>
</table>

Trend Decreasing No Change

• Annual Procurement Activity Report (Attachment 2) includes a breakdown of the types of purchase orders and amendments issued during the reporting period.

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 Consulting and Service Contract Report
Attachment 2 – Annual Procurement Activity Report

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Kimberly A. Malm, Chief
Operations Support Services Division

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Douglas Hoffner
Deputy Executive Officer
Operations and Technology