



## Finance and Administration Committee

# Agenda Item 5d

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**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.

<b>Fiscal Year</b>	<b>Total Contract Amount</b>	<b>Total Number of Contracts</b>
FY 2016-17	\$482,037,785	97
FY 2017-18	\$458,966,945	97
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.

<b>Fiscal Year</b>	<b>Total Purchase Order Amount</b>	<b>Total Number of Purchase Orders</b>
FY 2016-17	\$96,050,617	3,223
FY 2017-18	\$78,390,249	2,886
Trend	Decreasing	Decreasing

### **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