



Finance and Administration Committee

Agenda Item 6e

November 16, 2021

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) 2020-21.

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

For Fiscal Year (FY) 2020-21 the total number of reportable contracts decreased by 29 and the total contract amount decreased by approximately \$15M compared to the previous FY. Investment contracts represented the largest decrease in the number of reportable contracts, with a total decrease of 12 reportable contracts and approximately \$3.5M less in total contracting amount. Additionally, the Legal Office and Health Policy and Benefits Branch had a decrease of 5 contracts each.

Purchase orders decreased in number and cost in comparison to the previous FY. Data shows a large decrease in the number of purchase orders under \$10,000.00. Data also shows a decrease in the total purchase order amounts in the areas of Consulting Services, Hardware, Software, Maintenance, Non-IT, Office Supplies, State Buildings and Subscriptions. The changes to the number and amounts across the entire report seem to be consistent with the pandemic environment that we have been in for the last 18 months as well as CalPERS efforts to reduce the use of outside entities.

- 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.

Fiscal Year	Total FY Amount	Total Number of Contracts
FY 2019-20	\$443,949,291	91
FY 2020-21	\$428,760,582	62
Trend	Decreasing	Decreasing

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

Fiscal Year	Total Purchase Order Amount	Total Number of Purchase Orders
FY 2019-20	\$73,570,358	2,452
FY 2020-21	\$67,273,492	1,486
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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