



Finance and Administration Committee

Agenda Item 4d

November 18, 2025

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, Service Contract, and Procurement Activity Report for Fiscal Year (FY) 2024-25.

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

In Fiscal Year (FY) 2024-25, the total number of reportable contracts increased by 20, while total contract expenditures rose by approximately \$36.6M compared to the prior fiscal year. Investments recorded an increase in total expenditure, up \$47M, along with seven additional contracts. Legal had an increase of seven contracts and an increase of \$2.6M. Health had a decrease in expenditure of about \$12M from the previous year, though the number of contracts rose slightly from 19 to 20. All other divisions showed relatively minor changes in both contract counts and total amounts.

Purchase orders under \$10,000 declined by 12 in total and by \$19,000 in overall cost compared to the prior fiscal year. All service categories declined except for State Building and Subscriptions, which both showed increases. For purchase orders of \$10,000 and above, the total count rose by 21 and total cost increased by \$2.9M, with Subscriptions reflecting the largest increase of 13 orders, while other service types experienced only minor changes.

- The 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 2023-24	\$448,902,833	77
FY 2024-25	\$485,488,340	97
Trend	Increasing	Increasing

- The 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 2023-24	\$102,040,379	1,646
FY 2024-25	\$104,964,669	1,655
Trend	Increasing	Increasing

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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