



Finance and Administration Committee

Agenda Item 4d

November 14, 2023

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) 2022-23.

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) 2022-23, the total number of reportable contracts increased by 12 and the total contract expenditure decreased by approximately \$7M compared to the previous FY. Investments represented the largest increase in reportable contracts, reporting an increase of four contracts over the prior year. Investments had a reduction in total expenditure with a decrease of approximately \$11.6M. Legal and Stakeholder Relations each had increases of three reportable contracts compared to last FY.

Purchase orders decreased in number and increased in cost in comparison to the previous FY. Financial records indicated a decrease of 28 purchase orders under \$10,000 over the previous year. The decrease is primarily due to purchase orders in Hardware and Non-Information Technology areas. Office Supplies increased compared to the prior FY. All other areas had minor changes. For purchase orders over \$10,000, there was a decrease in the number of Consulting and Hardware purchase orders. The number of Subscriptions increased and there were minimal changes in other reported areas.

- 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 2021-22	\$442,229,125	68
FY 2022-23	\$435,173,103	80
Trend	Decreasing	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 2021-22	\$78,446,209	1,769
FY 2022-23	\$89,224,369	1,733
Trend	Increasing	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

Dallas Stone, Chief
Operations Support Services Division

Doug Hoffner
Chief Operating Officer