



Finance and Administration Committee

Agenda Item 4d

November 19, 2024

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) 2023-24.

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) 2023-24, the total number of reportable contracts decreased by three, while total contract expenditures increased by approximately \$13.7M compared to the prior year. Legal experienced the largest decline in reportable contracts, with three fewer than the previous year, while all other areas showed only minor changes. Investment contracts saw the most significant rise in total expenditure, with an increase of about \$41M, whereas Health recorded the largest decrease, down by approximately \$22.4M.

Purchase orders under \$10,000 dropped by 128 in total number and \$78.5M in cost compared to the previous fiscal year. All service categories saw a decline in purchase orders except for Consulting, which experienced a slight increase. For purchase orders \$10,000 and over, there was an increase of 41 in total number and \$12.8M in cost over the previous year, with Consulting, Hardware, Software, Maintenance, and Non-IT categories showing the largest increases, while other areas reported 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 2022-23	\$435,173,103	80
FY 2023-24	\$448,902,833	77
Trend	Increasing	Decreasing

- 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 2022-23	\$89,224,369	1,733
FY 2023-24	\$102,040,379	1,646
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

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