



Legislation Text

File #: 13-1360, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board receive and file a report on procurement and contracting activity for Fiscal Year 2012-13.

Fiscal Impact/Change to Net County Cost

There is no fiscal impact related to this item.

Background/Reason for Recommendation

Title 3.12 of the County ordinance code requires an annual report on procurement and contracting activity. Three summary reports are attached; however these reports only reflect a portion of what the Procurement and Contracts Division does. The division is responsible for coordinating the procurement of services, supplies, materials, goods and equipment for County departments. In addition, the division is responsible for coordinating the disposition of surplus property and the stores/warehouse and mail/courier functions, and for processing public works solicitations and contracts for the Facilities Division.

The reports provided here focus on the basic procurement of products and services. More information about any of the above-mentioned activities and additional detail on any of the information contained in the reports is available upon request.

The following reports are attached:

A-Purchase Orders:

This report provides the number and aggregate amount of purchase orders (PO's) processed per department. The two columns under the heading "Purchase Orders" provide the total number of PO's issued for the fiscal year and the aggregate dollar amount of those purchases. The four columns under the heading "Ratified Purchases" show the total number and aggregate dollar amount of PO's that were issued after the purchase had already been made. Ratified purchases are purchases that a department makes without prior approval. If appropriate, the Purchasing Agent issues a purchase order after the fact in order to ratify the purchase. Each request to ratify a purchase must be accompanied by a memo signed by the department head explaining why the normal process was not followed and what precautions will be taken to avoid additional unauthorized purchases. Over all, the percentage of ratified purchases is very low - 1% of the total dollar value of PO's issued (\$4,620,755), and 6% of the total number of PO's issued (1,346). We anticipate that the Charter amendment and resulting ordinance changes allowing for the purchase of services less than \$10,000 without a written contract will result in a large reduction in unauthorized purchases.

B-Contracts Executed in FY 2012-13:

This reports lists new contracts executed in Fiscal Year 2012-13, by department.

C-Contracts Active in FY 2012-13:

This report lists all contracts *active* in Fiscal Year 2012-13. The contracts database contains data back to 2006. This report lists contracts that have been executed since 2006, and which were still

active and (not expired) as of June 30, 2013. Due to system limitations, this report does not include contracts that don't have expiration dates (perpetuals).

It is important to note that many contracts are for "as needed" services, and may have multiple-year terms. The total amounts listed for each department do not necessarily correlate to the department's budget for the fiscal year.

Contact

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