

**COUNTY OF SAN MATEO**



# Procurement Quarterly Report

Reporting Period:

July 1<sup>st</sup>, 2025 –September 30<sup>th</sup>, 2025

**Jas Sandhar**

November 18<sup>th</sup>, 2025

**COUNTY OF SAN MATEO**



# Report Findings:

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Type	Number of Procurements
<b>Vendor Agreements for goods over \$100,000</b>	5
<b>Purchase Orders for goods over \$100,000</b>	5
<b>Non-competitive Purchases of goods with waivers</b>	6
<b>Non-competitive Service Contracts with waivers</b>	58
<b>Non-competitive Service Contracts without waivers</b>	11



# Report Findings:

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- Generally, County Departments adhere to the **Administrative Memorandum B-1**
- Types of **Waivers** Received:

Waiver of Competitive Solicitation Requirements

Waiver to Sole/Single Source

# Identified Instances Requiring Improvement:

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Contracts executed without a waiver

“Proprietary” Language

Stronger enforcement of sole/single source definitions

Education of procurement policies and procedures

Planning for upcoming expiring contracts

# Improving Adherence to Procurement Policies

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- **Direct consultation** and **conversation** with departments
- Additional **procurement trainings** scheduled
- Requirement for **competitive solicitations**

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# Questions

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