



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE

File #: 25-936

Board Meeting Date: 11/4/2025

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Executive
Roberto Manchia, County Chief Financial Officer
Jas Sandhar, Procurement Director

Subject: Procurement Quarterly Report: July 1, 2025 - September 30, 2025

RECOMMENDATION:

Receive and accept the Procurement Quarterly Report for the period of July 1, 2025 through September 30, 2025.

BACKGROUND:

The Procurement Department has collected data in accordance with Resolution No. 81152, which requires preparation of a quarterly report setting forth: 1) all County purchases of goods in the preceding quarter that exceeded \$100,000; and 2) all non-competitive County purchases of goods and services in the preceding quarter that exceeded \$10,000, excluding any contracts that have been approved by the Board of Supervisors. The current reporting period covers the first quarter of FY 2025-26 (July 1st, 2025 - September 30th, 2025). Data is obtained through the County's designated eProcurement platform, OpenGov, and through the County's designated financial software, OFAS.

DISCUSSION:

A summary of the findings of the FY 2025-26 Q1 Procurement Report are below:

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

Six purchases of goods were completed with competition waivers. Five of these six waivers were received and approved by the Procurement Department before purchase. The sixth purchase was for an emergency and was purchased through an Emergency Purchase Order (EPO). This EPO was

submitted by the Department of Public Works. The Procurement Department later received and approved a Waiver of Competitive Requirements for this EPO. The Procurement Department made a recommendation to the Department of Public Works to conduct competitive solicitations and execute on-call contracts in preparation for future reoccurring emergencies.

69 service agreements were executed without a competitive solicitation process. 58 of these agreements appropriately followed the Waiver of Competitive Requirements and were approved by the Procurement Department in accordance with County Administrative Memo B-1, which establishes competitive procurement and waiver requirements.

Various County Departments executed 11 service contracts without an approved competition waiver. The Procurement Department contacted the respective County Departments to reiterate solicitation requirements and other requirements outlined in County Administrative Memo B-1. The Procurement Department restated the requirement of a Procurement-approved waiver before executing contracts.

The findings from this report indicate County Departments generally adhere to solicitation requirements, including those set out in County Administrative Memo B-1, when waiving the general requirement to conduct a competitive solicitation process. For this reporting period, where Departments have not adhered to these requirements, the Procurement Department has communicated with the respective County Departments to improve their procurement processes. Departments have committed to following the required processes.

The Procurement Department, with the support of the County Executive's Office, is committed to working with all County Departments to decrease the number of waivers and increase competitive solicitations where able, as well as increasing the number of training courses provided to Departments regarding procurement policies. Continued collaboration with County Departments and data collection for this report will be conducted by the Procurement Department to ensure compliance with procurement standards and requirements.

COMMUNITY IMPACT:

County employees are stewards of public funds and follow Procurement ethics and the County Administrative Memo B-1. Procurement has implemented internal controls, data collection, and reporting to ensure the appropriate, accountable use of public funds in County contracts.

FISCAL IMPACT:

There is no fiscal impact associated with receiving the Procurement Quarterly Report: July 1st, 2025 - September 30th, 2025.