County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY EXECUTIVE
File #: 26-684

Board Meeting Date: 8/25/2026

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: April 1, 2026 - June 30, 2026

RECOMMENDATION:

Receive and accept the Procurement Quarterly Report for the period of April 1, 2026 through June 30, 2026.

BACKGROUND:

The Procurement Department has collected data in accordance with Resolution No. 081152, which requires 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 fourth quarter of FY 2025-26 (April 1st, 2026 - June 30nd, 2026). Data is obtained through OpenGov, the County's eProcurement platform, and through OFAS, the County's financial software.

DISCUSSION:

A summary of the findings of the FY 2025-26 Q4 Procurement Report are below:

Type	Number of Procurements
Vendor Agreements for goods over $100,000	2
Purchase Orders for goods over $100,000	42
Non-competitive Purchases of goods with waivers	15
Non-competitive Purchase of goods without waivers	0

Non-competitive Service Contracts with waivers	45
Non-competitive Service Contracts without waivers	0

15 purchases of goods were completed with competition waivers, and all 15 waivers were received and approved by the Procurement Department before purchase. One waiver was for emergencies and was purchased through an Emergency Purchase Order (EPO).

45 service agreements were executed without a competitive solicitation process, and all 45 of these agreements were approved by the Procurement Department in accordance with County Administrative Memo B-1, which establishes competitive procurement and waiver requirements.

The Procurement Department, with the support of the County Executive's Office and County Attorney's Office, has reviewed County Administrative Memo B-1 and revised the current list of grounds for waivers from competitive solicitation requirements available for use by departments, the changes went into effect July 1, 2026. The Procurement Department will continue to collaborate with County departments to collect data for this quarterly report 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: April 1st, 2026 - June 30nd, 2026.