

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/12/2020

Staff Report No. 20-417

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager
SUBJECT: Active Contracts Spend Report

BRIEFING ITEM

RECOMMENDED ACTION(S):

Consider receiving the Quarterly Report on the Status of Active Contracts and Spending Amounts over \$250,000.

STRATEGIC IMPORTANCE:

Goal - Financial Stability and Resiliency
Initiative - Financial Efficiency and Revenue Maximization

This report provides a detailed accounting of contract spending for all active contracts throughout the District. Additionally, it provides an effective tool for staff and the Board to monitor contract activity.

BUDGETARY/FISCAL IMPACT:

There is no budgetary impact associated with this report. Any budget impact was previously addressed at the time of each contract award or purchase order issuance.

BACKGROUND/RATIONALE:

Board Policy 465 requires that the Board of Directors review the status of all contracts over \$250,000 awarded by the District on a quarterly basis. This report contains detailed accounting information of all active contracts, including the purpose, effective and expiration dates, contract value, and the amounts paid to date.

ADVANTAGES/DISADVANTAGES:

This report allows Executives, Department Directors and Project Managers to effectively monitor spending and to take steps to improve their contract administration activities where appropriate.

ALTERNATIVES ANALYSIS:

This report is provided for informational purposes and fulfills the reporting requirements established under Board Policy 465.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 465-Procurement Policy

ATTACHMENTS:

1. Contracts Spend Report

Prepared by:

Fred Walls, Acting Procurement and Materials Director

Approved/Reviewed by:

William Tonis, Director of Project Controls & Systems Analysis

Claudia L. Allen, Chief Financial Officer

Jill A. Sprague, General Counsel