

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/22/2023

Staff Report No. 23-119

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

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

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

Staff Contact:
Chris Andrichak, Chief Financial Officer

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 over \$250,000. 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 administered by the District. This point-in-time report contains accounting information of all active contracts on the first half of Fiscal Year 2022-23 including the purpose, effective and expiration dates, contract value, and the amounts paid through the end of December 2022.

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. Contract Spend Report Q2 FY22-23

Prepared by:

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Fred Walls, Procurement and Materials Director

Approved/Reviewed by:

William Tonis, Director of Business Sciences
Chris Andrichak, Chief Financial Officer
Jill A. Sprague, General Counsel/Chief Legal Officer