



Financial Services Audit Committee Communication

Date: November 21, 2025

To: Great Lakes Water Authority Audit Committee

From: Sonya Collins, CPPB, Chief Procurement Officer

Re: Annual Procurement Report for FY 2025

Background: Annual Procurement Report for Fiscal Year (FY) 2025 includes the following:

1. Report Highlights
2. Key Terms & Assumptions
3. Fiscal Year analysis of awarded purchase orders executed in FY 2025
4. Fiscal Year analysis of invoices processed for payment in FY 2025
5. Detailed Appendices

Pursuant to the Great Lakes Water Authority (GLWA) By-Laws Article XII, Section 4, GLWA Procurement provides an annual report summarizing all dollars awarded (purchase orders) by GLWA in the previous fiscal year. In addition, this report provides statistics and analysis based on actual invoice spend for FY 2025.

The GLWA Procurement Team is a strategic cross-functional partner whose goal within the Financial Services Area (FSA) is to provide and manage effective procurement processes and procedures for the acquisition of quality goods and services in support of the Great Lakes Water Authority's mission and goals. GLWA Procurement utilizes Bonfire, now Euna Procurement, public procurement application to manage the process of soliciting, reviewing, awarding, and monitoring contracts and services with suppliers. This system is used in tandem with Workday (the primary source for these reports) financial system to assign requisitions, purchase orders, and contracts to process supplier payments. The GLWA Procurement team works very closely with other FSA teams throughout the process of the procure to pay cycle.

Analysis: The information contained in this report is a comprehensive compilation of data from these systems organized in a manner that not only satisfies the base requirement of the GLWA By-Laws but also highlights key insights and trends apparent to the GLWA FSA team upon review. Following review by the GLWA Audit Committee, this information will be available on the GLWA website Vendors page at www.glwater.org where you can also find an entire section dedicated to vendors and communication of GLWA procurement policies, programs, and current solicitations.

Proposed Action: Receive and file this report