



**ITEM ID:** 2023-358-0

**TRANSMITTAL DATE:** January 5, 2024

**MEETING DATE:** January 12, 2024

**TO:** Contracts, Operations, Maintenance, and Safety Committee

**FROM:** Arnold Hackett, Chief Financial Officer

**SUBJECT:** Quarterly Report of Contracts Awarded and Third-Party Agreements Executed Under the Chief Executive Officer's Authority

**Issue**

The Board of Directors approved the Authority's revised Procurement and Contracting Policies (Revised Policies) on November 8, 2019. Section 3 of the Revised Policies requires the Chief Executive Officer (CEO) to provide a quarterly report to the Board with a list of contracts awarded above \$250,000 and under the CEO's contract award authority of \$500,000.

On July 26, 2019, the Board authorized the CEO to execute Third-Party Agreements (TPAs) with other public agencies up to \$500,000, and to provide a quarterly report to the Board with a list of applicable executed TPAs between \$250,000 and \$500,000.

This report meets these Board report requirements for the first quarter of FY 2024, which covers July 1, 2023, through September 30, 2023.

**Recommendation**

Receive and file.

**Strategic Commitment**

This report aligns with the strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on

subsidy while bringing our system into a state of good repair and investing in the development of our employees. Increasing the CEO's authority to \$500,000 has allowed for the expedited award of contracts and TPAs.

**Background**

Upon its approval of the Revised Policies the Board also requested that the CEO provide a quarterly report to the Board with a list of contracts awarded under the CEO's new authority level. This requirement is included in Section 3 of the Revised Policies.

Similarly, the Authority had committed to providing the Board with a list of quarterly TPAs executed by the CEO between \$250,000 and \$500,000.

This report meets these Board report requirements for the first quarter of FY '24, which covers July 1, 2023, through September 30, 2023.

**Discussion**

In the reporting period, the CEO awarded one contract valued between \$250,000 and \$500,000.

Contract Number	Vendor	Award Amount	Term	Requesting Department	Brief Synopsis	Award Date	DBE Goal
SP602-24	Alstom Transportation, Inc.	\$466,000	Two Years	Equipment Maintenance	4Atmos Technologies condition based maintenance services	8/19/2023	N/A

In the first quarter FY24, there was one TPA executed by the CEO valued between \$250,000 and \$500,000.

Project Number	Project Name	Award Number	Award Short Name	Award Type	Budget
820026	BNSF - Orange/Olive Sub	994016	TPA, FY24 BNSF 820026 Orange/Olive Sub	Third Party	\$297,488.80

## **Next Steps**

In February staff will present the FY24 second quarter report covering contracts awarded and TPAs executed by the CEO from October 1, 2023, through December 31, 2023.

Prepared by: Roberta Urtasun, Sr. Administrative Assistant

Approved by: Arnold Hackett, Chief Financial Officer

## **Attachment(s)**

[Presentation - Quarterly Report of Contracts Awarded and TPAs](#)