



**ITEM ID:** 2024-199-0

**TRANSMITTAL DATE:** May 17, 2024

**MEETING DATE:** May 24, 2024

**TO:** Board of Directors

**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 second and third quarters of FY 2024, which covers October 1, 2023, through March 31, 2024.

### **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 second and third quarters of FY24, which covers October 1, 2023, through March 31, 2024.

**Discussion**

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

Contract Number	Vendor	Award Amount	Term	Requesting Department	Brief Synopsis	Award Date	DBE Goal
SP605-24	CDW GOVERNMENT, INC.	\$297,000.05	One-Time Procurement (Cooperative Agreement)	Information Technology	IBM QRadar SIEM and SOAR Security Solution Software	12/26/2023	N/A
PO946-24	CDW GOVERNMENT, INC.	\$315,765.37	1/23/2024-6/30/2024	Information Technology and Materials Management	Specialized Equipment for Communication System - Cooperative Agreement	1/23/2024	N/A

In the second and third quarters of 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
861051	Caltrans MMBI Proj - Plan Rev	994154	5222RRC00001,CALTRANS	State	\$284,625.00

## **Next Steps**

In July staff will present the FY24 fourth quarter report covering contracts awarded and TPAs executed by the CEO from April 1, 2024, through June 30, 2024.

Prepared by: Venneri Santos, Business Analyst II

Approved by: Arnold Hackett, Chief Financial Officer