



ITEM ID: 2023-281-0

TRANSMITTAL DATE: October 20, 2023

MEETING DATE: October 27, 2023

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.

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 fourth quarter of FY23, which covers April 1, 2023, through June 30, 2023.

Discussion

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

Contract Number	Vendor	Award Amount	Term	Requesting Department	Brief Synopsis	Award Date	DBE Goal
PO919-23	Waxie Sanitary Supply	\$375,000	One-year	Matl Mngt	Consumable Janitorial Supplies	4/5/23	N/A
PO920-23	W. W. Grainger	\$500,000	One-year	Matl Mngt.	Maint. Repair & Operations, and Ind. Supply	4/25/23	N/A
M2313225	The Redesign Group	\$458,477.46	One-time PO	PTC	PTC Colocation Site Servers & Firewall	4/20/23	N/A
MTL2304869X	Progress Rail Services	\$275,321.33	One-time PO	Matl Mngt	Railroad Frogs and Guard Rails	5/26/23	N/A
LI102-24	Oracle America	\$252,000	One-year	IT	FY24 Annual Database Enterprise Edition Licenses and Support	6/28/23	N/A

In the fourth quarter of FY23, there were no TPAs executed by the CEO valued between \$250,000 and \$500,000.

Next Steps

In November, staff will present the FY24 first quarter report covering contracts awarded and TPAs executed by the CEO from July 1, 2023, through September 30, 2023.

Prepared by: Roberta Urtasun, Sr. Administrative Assistant

Approved by: Arnold Hackett, Chief Financial Officer

Attachment(s)

[Presentation - Quarterly Report of Contracts Awarded and Third-Party Agreements](#)