



***January 22, 2020***

**To:** Finance and Administration Committee

**From:** Darrell E. Johnson, Chief Executive Officer

**Subject:** Second Quarter Fiscal Year 2019-20 Procurement Status Report

### ***Overview***

The second quarter procurement status report summarizes the procurement activities for information purposes to the Orange County Transportation Authority Board of Directors. This report focuses on procurement activity from October 1 through December 31, 2019, that was approved by the Board of Directors during this period. The second quarter procurement status report also projects future procurement activity for the third quarter as identified in the fiscal year 2019-20 budget.

### ***Recommendation***

Receive and file as an information item.

### ***Background***

The Board of Directors (Board) approved the Orange County Transportation Authority Fiscal Year (FY) 2019-20 Budget, which identifies the goods and services that will be purchased during the FY. A quarterly procurement report has been prepared detailing the procurement activity for line items that were approved by the Board during the second quarter of FY 2019-20. The report also provides a “look-ahead” of upcoming procurement activity by Board committee. The quarterly procurement report identifies contractual activity, not dollars spent.

### ***Discussion***

During the second quarter of FY 2019-20, the Contracts Administration and Materials Management Department handled 432 different contractual documents. Of the total, 318 procurements, valued at \$94,918,793 were

completed; the remaining procurements will be executed during the third quarter of FY 2019-20.

In the second quarter, the Board acted on 31 procurements. The procurements were split between 10 new agreements valued at \$45,556,306, one amendment valued at \$1,500,000, nine construction change orders valued at \$6,479,760, three cooperative agreements valued at \$140,878,631, five amendments to cooperative agreements valued at \$3,625,500, and three purchase orders valued at \$8,106,220. Not all procurements are completed within the quarter in which they begin. Often, the procurements require cost and price reviews and negotiations which can lengthen the procurement process. Procurements not completed within the second quarter will be completed in the third quarter of FY 2019-20. Attachment A shows a list of Board-approved procurements during the second quarter.

Looking forward to the third quarter of FY 2019-20 (January through March 2020), the Board committees will be asked to take action on several items such as:

- Consultant selection for on-call traffic engineering and intelligent transportation systems services;
- Consultant selection for the Interstate 405 Improvement Project public outreach services;
- Consultant selection to prepare preliminary engineering and environmental services for the State Route 91 Improvement Project between La Palma and State Route 55; and
- Award an agreement for Vanpool Service Providers

The estimated value of these upcoming procurements is \$68,360,942. Attachments B through E identify procurement activity anticipated in the third quarter of FY 2019-20 by the committee that will review the items.

### ***Summary***

This report provides an update of the procurement activity for the second quarter of FY 2019-20, October through December 2019, as well as a look-ahead at anticipated procurement activity for the third quarter of FY 2019-20. Staff recommends that this report be received and filed as an information item.

***Attachments***

- A. Board-Approved Contracts – Second Quarter FY 2019-2020
- B. Regional Planning and Highways Committee – Third Quarter Outlook  
(January 1, 2020 – March 31, 2020)
- C. Transit Committee – Third Quarter Outlook  
(January 1, 2020 – March 31, 2020)
- D. Finance and Administration Committee – Third Quarter Outlook  
(January 1, 2020 – March 31, 2020)
- E. Legislative and Communications Committee – Third Quarter Outlook  
(January 1, 2020 – March 31, 2020)

**Prepared by:**



Virginia Abadessa  
Director, Contracts Administration and  
Materials Management  
(714) 560-5623

**Approved by:**



Andrew Oftelie  
Chief Financial Officer,  
Finance and Administration  
(714) 560-5649