



***April 22, 2020***

**To:** Finance and Administration Committee

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

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

### ***Overview***

The third 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 January 1 through March 31, 2020, that were approved by the Board of Directors during this period. The third quarter procurement status report also projects future procurement activity for the fourth 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 (OCTA) Fiscal Year (FY) 2019-20 Budget on June 10, 2019, 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 third 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 third quarter of FY 2019-20, the Contracts Administration and Materials Management Department handled 481 different contractual documents. Of the total, 301 procurements, valued at \$142,010,675 were

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

In the third quarter, the Board acted on 34 procurements. The procurements were split between 17 new agreements valued at \$37,475,366, two amendments valued at \$1,382,059, five construction change orders valued at \$13,586,960, two cooperative agreements valued at \$956,700, two amendments to cooperative agreements valued at \$1,120,791, three purchase orders valued at \$1,764,280, one sole source agreement valued at \$162,090, and two option-term amendments valued at \$8,423,344. 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 third quarter will be completed in the fourth quarter of FY 2019-20. Attachment A shows a list of Board-approved procurements during the third quarter.

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

- Consultant selection for on-call right-of-way support services;
- Consultant selection for the development and implementation of a mobile ticketing application;
- Consultant selection for operation and maintenance services for the OC Streetcar project; and
- Award an agreement for electric vehicle charging stations at Garden Grove and Santa Ana bus bases.

The estimated value of these upcoming procurements is \$124,786,500. Attachments B through E identify procurement activity anticipated in the fourth 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 third quarter of FY 2019-20, January through March 2020, as well as a look-ahead at anticipated procurement activity for the fourth quarter of FY 2019-20. Staff recommends that this report be received and filed as an information item.

***Attachments***

- A. Board-Approved Contracts – Third Quarter FY 2019-2020
- B. Regional Planning and Highways Committee – Fourth Quarter Outlook  
(April 1, 2020 – June 30, 2020)
- C. Transit Committee – Fourth Quarter Outlook  
(April 1, 2020 – June 30, 2020)
- D. Finance and Administration Committee – Fourth Quarter Outlook  
(April 1, 2020 – June 30, 2020)
- E. Legislative and Communications Committee – Fourth Quarter Outlook  
(April 1, 2020 – June 30, 2020)

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