



**October 27, 2021**

**To:** Finance and Administration Committee

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

**Subject:** First Quarter Fiscal Year 2021-22 Procurement Status Report

**Overview**

The first 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 July 1 through September 30, 2021, that was approved by the Board of Directors during this period. The first quarter procurement status report also projects future procurement activity for the second quarter as identified in the fiscal year 2021-22 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) 2021-22 Budget on June 14, 2021, 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 first quarter of FY 2021-22. 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 first quarter of FY 2021-22, the Contracts Administration and Materials Management Department handled 442 different contractual documents. Of the total, 301 procurements, valued at \$208,211,101, were

completed; the remaining procurements will be executed during the second quarter of FY 2021-22.

In the first quarter, the Board acted on 36 procurements. The procurements were split between five new agreements valued at \$255,137,189, 13 amendments valued at \$31,695,259, six construction change orders valued at \$3,800,000, five cooperative agreements valued at \$2,609,486, one cooperative amendment valued at \$998,652, one purchase order valued at \$500,000, four purchase order amendments valued at \$469,822, and one sole source agreement valued at \$12,525,823. 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 first quarter of FY 2021-22 will be completed in the second quarter of FY 2021-22. Attachment A shows a list of Board-approved procurements during the first quarter.

There are several large procurements requiring Board committees' approval throughout the second quarter of FY 2021-22 (October through December 31, 2021) including:

- Award of agreement for Bus Stop Maintenance Program
- Agreement for purchase of OC Streetcar boom truck
- Consultant selection for transit facilities conditions assessment
- Microsoft enterprise renewal
- OC Streetcar validators

The estimated value of these second quarter procurements is \$5,269,073. Attachments B through F identify procurement activity anticipated in the second quarter of FY 2021-22 by the committee that will review the items.

### ***Summary***

This report provides an update of the procurement activity for the first quarter of FY 2021-22, July 2021 through September 2021, as well as a look-ahead at anticipated procurement activity for the second quarter of FY 2021-22. Staff recommends that this report be received and filed as an information item.

**Attachments**

- A. Board-Approved Contracts – First Quarter Fiscal Year 2021-2022
- B. Regional Planning and Highways Committee – Second Quarter Outlook (October 1, 2021 through December 31, 2021)
- C. Transit Committee – Second Quarter Outlook (October 1, 2021 through December 31, 2021)
- D. Finance and Administration Committee – Second Quarter Outlook (October 1, 2021 through December 31, 2021)
- E. Legislative and Communications Committee – Second Quarter Outlook (October 1, 2021 through December 31, 2021)
- F. Executive Committee – Second Quarter Outlook (October 1, 2021 through December 31, 2021)

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