



December 4, 2024

To: Finance and Administration Committee

From: Darrell E. Johnson, Chief Executive Officer

Subject: First Quarter Fiscal Year 2024-25 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, 2024 through September 30, 2024, 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 2024-25 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) 2024-25 Budget on June 24, 2024, 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 2024-25. 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 2024-25, the Contracts Administration and Materials Management Department handled 415 different contractual documents. Of the total, 265 contractual documents, valued at \$198,966,929,

were completed; the remaining procurements will be executed during the second quarter of FY 2024-25.

In the first quarter, the Board acted on 31 procurements. The procurements were split between three agreements valued at \$46,252,000, 14 amendments valued at \$4,374,869, three cooperative agreements valued at \$173,181,000, one cooperative agreement amendment valued at \$5,900,000, four option-term amendments valued at \$1,520,992, and six change orders valued at \$3,810,000. Attachment A shows a list of Board-approved procurements during the first quarter. Also included is a list of procurements approved by the Chief Executive Officer within the Board-delegated authority over \$250,000 up to \$500,000 as shown on Attachment B. Not all procurements are completed within the quarter in which they begin. Often, the procurements require cost and price reviews, as well as negotiations, which can lengthen the procurement process. Procurements not completed within the first quarter of FY 2024-25 are anticipated to be completed within the second quarter of FY 2024-25.

There are several large procurements requiring Board approval throughout the second quarter of FY 2024-25 (October 1, 2024 through December 30, 2024) including:

- Agreement for Construction Management Support Services for State Route 57 Northbound from Orangewood Avenue to Katella Avenue
- Agreement for Traffic Signal improvements for Regional Traffic Signal Synchronization Projects
- Replacement of Fareboxes and Related Fare Collection Equipment
- Purchase of Zero Emission Buses
- Microsoft Enterprise Agreement Renewal

The estimated value of these second quarter procurements is \$243,231,760. Attachments C through G identify procurement activity anticipated in the second quarter of FY 2024-25 by the committee that will review the items.

Summary

This report provides an update of the procurement activity for the first quarter of FY 2024-25, July 1, 2024 through September 30, 2024, as well as a look-ahead at anticipated procurement activity for the second quarter of FY 2024-25. Staff recommends that this report be received and filed as an information item.

Attachments

- A. Board-Approved Contracts – First Quarter Fiscal Year 2024-25
- B. Non-Board Approved Contracts – First Quarter Fiscal Year 2024-25
Valued over \$250,000 - \$500,000
- C. Regional Transportation Planning Committee – Second Quarter Outlook
(October 1, 2024 through December 31, 2024)
- D. Transit Committee – Second Quarter Outlook (October 1, 2024 through
December 31, 2024)
- E. Finance and Administration Committee – Second Quarter Outlook
(October 1, 2024 through December 31, 2024)
- F. Legislative and Communications Committee – Second Quarter Outlook
(October 1, 2024 through December 31, 2024)
- G. Executive Committee – Second Quarter Outlook (October 1, 2024
through December 31, 2024)

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