



**March 12, 2025**

**To:** Finance and Administration Committee

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

**Subject:** Second Quarter Fiscal Year 2024-25 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, 2024 through December 31, 2024, 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 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 second 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 second quarter of FY 2024-25, the Contracts Administration and Materials Management Department handled 385 different contractual documents. Of the total, 257 contractual documents, valued at \$191,235,187

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

In the second quarter, the Board acted on 28 procurements. The procurements were split between ten agreements valued at \$30,918,275, eight amendments valued at \$7,988,452, two cooperative agreements valued at \$355,474,000, seven cooperative agreement amendments valued at \$29,843,113, and one option-term amendment valued at \$1,306,231. Attachment A shows a list of Board-approved procurements during the second 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 second quarter of FY 2024-25 are anticipated to be completed within the third quarter of FY 2024-25.

There are several procurements requiring Board approval throughout the third quarter of FY 2024-25 (January 1, 2025 through March 31, 2025) including:

- Lease and Full Service of Bus Tires
- Hydrogen Fueling Station – Operation, Maintenance, and Fuel Delivery
- Public Outreach Services for Interstate 5 Improvement Project from Interstate 405 to State Route 55

The estimated value of these third quarter procurements is \$26,108,500. Attachments C through G identify procurement activity anticipated in the third 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 second quarter of FY 2024-25, October 1, 2024 through December 31, 2024, as well as a look-ahead at anticipated procurement activity for the third quarter of FY 2024-25. Staff recommends that this report be received and filed as an information item.

***Attachments***

- A. Board-Approved Contracts – Second Quarter Fiscal Year 2024-25
- B. Non-Board-Approved Contracts – Second Quarter Fiscal Year 2024-25  
Valued over \$250,000 - \$500,000
- C. Regional Transportation Planning Committee – Third Quarter Outlook  
(January 1, 2025 through March 31, 2025)
- D. Transit Committee – Third Quarter Outlook (January 1, 2025 through  
March 31, 2025)
- E. Finance and Administration Committee – Third Quarter Outlook  
(January 1, 2025 through March 31, 2025)
- F. Legislative and Communications Committee – Third Quarter Outlook  
(January 1, 2025 through March 31, 2025)
- G. Executive Committee – Third Quarter Outlook (January 1, 2025 through  
March 31, 2025)

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