



**March 13, 2024**

**To:** Finance and Administration Committee

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

**Subject:** Second Quarter Fiscal Year 2023-24 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, 2023 through December 31, 2023, 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 2023-24 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) 2023-24 Budget on June 12, 2023, 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 2023-24. 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 2023-24, the Contracts Administration and Materials Management Department handled 438 different contractual documents. Of the total, 307 contractual documents, valued at \$266,889,045,

were completed; the remaining procurements will be executed during the third quarter of FY 2023-24.

In the second quarter, the Board acted on 19 procurements. The procurements were split between five agreements valued at \$13,449,742, four amendments valued at \$7,615,000, four cooperative agreements valued at \$71,114,400, two cooperative amendments valued at \$22,578,258, one purchase order valued at \$495,000, one purchase order amendment at \$527,744, one sole source agreement valued at \$50,000, and one option-term amendment valued at \$625,049. Attachment A shows a list of Board-approved procurements during the second quarter. In the same quarter, two procurements valued over \$250,000 to \$500,000 were approved by the Chief Executive Officer or designee 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 2023-24 are anticipated to be completed within the third quarter of FY 2023-24.

There are several large procurements requiring Board approval throughout the third quarter of FY 2023-24 (January 1, 2024 through March 31, 2024) including:

- Construction management support services for the State Route 91 improvement project Between Acacia Street and La Palma Avenue
- Purchase of 108 replacement transit vans for OC ACCESS and four OC flex transit vans
- Purchase of 22-foot cutaways for OC ACCESS
- Professional services for Harbor Boulevard Pilot Innovative Transit Signal Priority Study

The estimated value of these third quarter procurements is \$68,346,318. Attachments C through G identify procurement activity anticipated in the third quarter of FY 2023-24 by the committee that will review the items.

### ***Summary***

This report provides an update of the procurement activity for the second quarter of FY 2023-24, October 1, 2023 through December 31, 2023, as well as a look-ahead at anticipated procurement activity for the third quarter of FY 2023-24. Staff recommends that this report be received and filed as an information item.

**Attachments**

- A. Board-Approved Contracts – Second Quarter Fiscal Year 2023-24
- B. Non-Board Approved Contracts – Second Quarter Fiscal Year 2023-24  
Valued over \$250,000 - \$500,000
- C. Regional Transportation Planning Committee – Third Quarter Outlook  
(January 1, 2024 through March 31, 2024)
- D. Transit Committee – Third Quarter Outlook  
(January 1, 2024 through March 31, 2024)
- E. Finance and Administration Committee – Third Quarter Outlook  
(January 1, 2024 through March 31, 2024)
- F. Legislative and Communications Committee – Third Quarter Outlook  
(January 1, 2024 through March 31, 2024)
- G. Executive Committee – Third Quarter Outlook  
(January 1, 2024 through March 31, 2024)

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