

**Metropolitan Transportation Commission
Administration Committee**

May 11, 2022

Agenda Item 2d - 22-0676

Contract Amendment – Agency Website Support Services: Peak Digital, LLC (\$840,000)

Subject:

Request for approval of contract amendment with Peak Digital, LLC in the amount of \$840,000 for FY 2022-23 for agency website support services.

Background:

In December 2020, the MTC Administration Committee approved the 2020 Website Support Services Bench Cycle 1 (“the Bench”), comprised of 20 pre-qualified firms. The 2020 Bench procurement contained two service categories, i.e., areas of expertise: 1) Website Operations and Maintenance Services; and 2) Website Design, Development, and Enhancement Services. Award of a contract with one of the pre-qualified consultants may take place by direct selection or via mini-procurement, pursuant to MTC’s procurement procedures.

In February 2021, MTC selected Peak Digital, LLC from the pre-qualified firms to provide website support services to operate, maintain, and enhance MTC and Association of Bay Area Government (ABAG)-related agency websites through June 30, 2024.

In June 2021, the MTC Administration Committee approved a contract amendment to provide ongoing website support services to operate, maintain, and enhance agency websites. In August 2021, and in December 2021, the Executive Director approved contract amendments with Peak Digital, LLC to provide website support services for the BayREN website and for the Technical Assistance web portal. In February 2022, the MTC Administration Committee approved a contract amendment to provide a managed services solution for the hosting of the agency websites.

This amendment would allow Peak Digital, LLC to provide ongoing website support services to operate, maintain, host, and enhance agency websites for FY 2022-23. In addition, Peak Digital, LLC provides technical support for compliance to Section 508 of the Federal Rehabilitation Act, which is essential to ensure that agency websites meet the accessibility standards set forth by Section 508. In addition, Peak Digital, LLC provides technical support for Brown Act compliance. Continued technical support for the abovementioned federal and state requirements

is a critical sequential element of ongoing work and the continued operations, maintenance, security management, and hosting of the agency websites are critical sequential elements of ongoing work.

This amendment would add \$840,000 for FY 2022-23, bringing the contract to a new total not to exceed amount of \$1,815,750 through the term of June 30, 2024. MTC will contribute \$660,000 and ABAG will contribute \$180,000 towards this amendment. These funds are pending approval of the FY 2022-23 MTC and ABAG budgets. Neither Peak Digital, LLC nor its subconsultants are small or disadvantaged business enterprises.

Next Steps:

Staff will seek to amend the existing contract.

Issues:

None identified.

Recommendations:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment in an amount not to exceed \$840,000 for a new contract total amount not to exceed \$1,815,750 through the term of June 30, 2024, to perform agency website support services.

Attachments:

- Request for Committee Approval – Summary of Proposed Contract Amendment Sheet



Therese W. McMillan

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.: 1121, 1161, 1612, 1752

Consultant: Peak Digital, LLC

Work Project Title: Agency Website Support Services

Purpose of Project: Deliver agency website support services.

Brief Scope of Work: Provide support services to operate, maintain, host, and enhance the agency websites.

Project Cost Not to Exceed: \$840,000 (this amendment)

Total Contract before this amendment: \$975,750

Total Authorized Contract after this amendment: \$1,815,750

Funding Source: General Funds, ABAG Funds

Fiscal Impact: \$840,000 is pending approval of the MTC (\$660,000) and ABAG (\$180,000) FY 2022-23 budgets.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Peak Digital, LLC for the purposes described above and in the Administration Committee Summary Sheet dated May 11, 2022, and that the Chief Financial Officer is authorized to set aside \$840,000 for such amendment, subject to necessary budget approvals as referenced above.

Administration Committee:

Federal D. Glover, Chair

Approved: May 11, 2022