



# Metropolitan Transportation Commission Meeting Minutes

Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

## Administration Committee

*Gina Papan, Chair    Amber Manfree, Vice Chair*

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Wednesday, May 14, 2025

9:40 AM

Board Room - 1st Floor

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### Roster

Gina Papan (Chair), Amber Manfree (Vice Chair),  
Margaret Abe-Koga, Victoria Fleming, Myrna Melgar  
Nate Miley, Belia Ramos

Non-Voting Members: Dina El-Tawansy, Libby Schaaf

Chair Papan called the meeting to order at 10:42 a.m.

### 1. Call to Order / Roll Call / Confirm Quorum

**Present:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree,  
Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner  
Ramos

Non-voting members present: Commissioner El-Tawansy and Commissioner Schaaf

Ex Officio Voting Members Present: Commission Chair Noack, Commission Vice Chair Moulton-Peters  
and Commissioner Anderson (remote)

Ad-Hoc Non-voting members present: Commissioner Giacomini (remote)

### 2. Consent Calendar

**Upon the motion by Commissioner Manfree and seconded by Commissioner  
Melgar, the Consent Calendar, was unanimously approved by the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree,  
Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner  
Ramos

**2a.**     [25-0631](#)     Approval of the Administration Committee Minutes of the April 9, 2025  
Meeting.

**Action:** Committee Approval

**2b.**     [24-1534](#)     Consultant Bench: 2024 Innovation Bench - Cycle 1.

**Action:** Committee Approval

**Presenter:** Sean Bugler

- 2c. [25-0600](#) Contract Amendment - Legal Services: Goldfarb & Lipman LLP (\$350,020)  
**Action:** Committee Approval  
**Presenter:** Kathleen Kane
- 2d. [25-0539](#) Purchase Orders - Cloud Services (Amazon, Socrata, Salesforce), Software Licensing, Technology Advisory Services, and Technical Salesforce Integration and Administrative Services: DLT Solutions LLC (\$425,000), Carahsoft Technology Corporation (\$250,000), Gartner Inc (\$750,000)  
**Action:** Committee Approval  
**Presenter:** Mark Dinh
- 2e. [25-0693](#) Contract Amendment - Third Party Independent Transit Operator Review: Macias Gini & O'Connell, LLP (\$60,000).  
**Action:** Committee Approval  
**Presenter:** Shruti Hari
- 2f. [25-0540](#) Metropolitan Transportation Commission (MTC) Fiscal Year 2024-25 Third Quarter Travel Report Financials.  
**Action:** Information  
**Presenter:** Anna Tang
- 2g. [25-0494](#) MTC Investment Report for March 2025 (Unaudited).  
**Action:** Information  
**Presenter:** Natalie Perkins
- 2h. [25-0543](#) Contract -USI Insurance Services LLC: Broker Services and Benefits Management (\$375,000).  
**Action:** Committee Approval  
**Presenter:** Mike Aycock
- 2i. [25-0627](#) Fiscal Year (FY) 2024-25 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended March 31, 2025 (Unaudited).  
**Action:** Information  
**Presenter:** Derek Hansel

### 3. Committee Approval

- 3a. [25-0493](#) Enterprise Resource Planning (ERP) Program Update and Purchase Order Amendment - ERP Strategic Advisory Services and Implementation Support: Slalom, Inc. (\$2,437,186).

Provide update on the Enterprise Resource Planning (ERP) Program and request authorization to negotiate and enter into a Purchase Order (PO) amendment in an amount not to exceed \$2,437,186 with Slalom, Inc. for ERP Strategic Advisory Services and Implementation Support, for a new PO total not to exceed amount of \$7,121,362.

**Action:** Committee Approval

**Presenter:** Nick Roethel

Roland Lebrun was called to speak.

**Upon the motion by Commissioner Melgar and seconded by Commissioner Fleming, the Committee unanimously approved the Purchase Order Amendment for ERP Strategic Advisory Services and Implementation Support to Slalom, Inc. in the amount of \$2,437,186. The motion carried the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

- 3b. [25-0628](#) Purchase Order - Slalom LLC (\$1,565,000.00) and Purchase Order Amendment - Carahsoft Technology Corp (\$559,000).

A request for Committee approval to enter into a Purchase Order (PO) contract for Technical Salesforce Integration and Administration Services with Slalom LLC and execute a PO amendment for annual Salesforce Licenses with Carahsoft Technology Corporation (Carahsoft).

**Action:** Committee Approval

**Presenter:** Queli Go

**Upon the motion by Commissioner Fleming and seconded by Commissioner Manfree, the Committee unanimously approved a Purchase Order for Slalom LLC in the amount of \$1,565,000.00 and a Purchase Order Amendment to Carahsoft Technology Corp in the amount of \$559,000. The motion carried the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

**4. Public Comment / Other Business****5. Adjournment / Next Meetings:**

**The next regular meeting of the Administration Committee is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on June 11, 2025. Any changes to the schedule will be duly noticed to the public.**

Chair Papan adjourned the meeting at 11:03 a.m.