

Metropolitan Transportation Commission
Administration Committee

April 12, 2023

Agenda Item 2c

**Contract Amendment – Digital Engagement and Support Services: Craft & Commerce,
LLC (\$112,460)**

Subject:

Request for authorization to negotiate and execute a contract amendment with Craft & Commerce, LLC (Craft & Commerce) in an amount not to exceed \$112,460 for digital communications and promotions support for the regional Bike to Wherever Day program and Plan Bay Area 2050+.

Background:

In December 2021, the MTC Administration Committee approved the 2021 Public Engagement, Digital Engagement and Promotion, and Market Research Support Consultant Bench (“the Bench”), comprised of 13 pre-qualified firms. The 2021 Bench procurement contained three service categories:

1. Public engagement
2. Digital engagement and promotion
3. Market research

In addition to establishing the Bench, the Request for Qualifications (RFQ) also requested proposals from consultants for a direct select contract under Service Category 2: Digital Engagement and Promotion to continue MTC’s digital engagement and promotion activities, including the development and implementation of the All Aboard Bay Area Transit (All Aboard) campaign. In December 2021, the MTC Administration Committee approved a three-year contract through December 31, 2024, in the amount of \$175,000 with Craft & Commerce for the initial work on the All Aboard campaign and other digital engagement tasks.

In February 2022, the Executive Director approved a contract amendment to increase the budget by \$200,000 to create and launch the second All Aboard campaign and provide Bay Area Infrastructure Financing Authority with digital engagement support. The All Aboard Bay Area Transit campaign, created at the behest of the Blue Ribbon Transit Recovery Task Force and in

concert with the Bay Area's 27 transit agencies, aims to encourage the public to return to Bay Area transit. The campaign's first phase ran in late summer 2021 and the second in spring 2022. In May 2022, the MTC Administration Committee authorized a contract amendment to perform ongoing digital engagement and promotion services. The Executive Director in June 2022 approved a contract amendment with Craft & Commerce for \$35,000 to provide support for the regional Bike to Wherever Day program and in September 2022 approved a contract amendment for \$185,000 to provide support for the third regional All Aboard campaign, which completed in November 2022, as well as ongoing digital support services for Fiscal Year (FY) 2022-23. In March 2023, the Executive Director approved a \$200,000 contract amendment to support work already in progress, including the next All Aboard campaign (May-June 2023) and promotion of the draft Public Participation Plan (March-April 2023).

Contract Amendment for Ongoing Work

The proposed contract amendment would fund digital communications and promotions support for the regional Bike to Wherever Day program (May 2023); Plan Bay Area 2050+ (June 2023); and ongoing, as-needed digital engagement support.

This amendment would add \$112,460 for FY 2022-23, for a new contract not to exceed amount of \$907,460 through the term of December 31, 2024. Neither Craft & Commerce nor its subcontractors are Small or Disadvantaged Business Enterprises.

Issues:

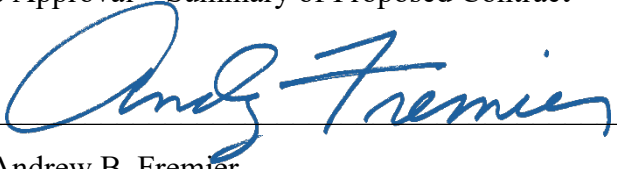
None identified.

Recommendations:

Staff recommends the Committee authorize the Executive Director or designee to negotiate and enter into a contract amendment with Craft & Commerce in an amount not to exceed \$112,460 for a new contract total not to exceed amount of \$907,460 to perform ongoing digital engagement and promotion services through the term of December 31, 2024.

Attachments:

- Attachment A: Request for Committee Approval – Summary of Proposed Contract Amendment



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Amendment

Work Item No.:	1112, 1121
Consultant:	Craft & Commerce, LLC New York, NY
Work Project Title:	Digital Engagement and Promotion Services
Purpose of Project:	Deliver agency digital engagement and promotion services
Brief Scope of Work:	Provide digital communications and promotions support to the regional Bike to Wherever Day program, Plan Bay Area 2050+ and ongoing, as-needed digital engagement and promotion services.
Project Cost Not to Exceed:	\$112,460 (this amendment) Total contract before this amendment: \$795,000 Total authorized contract after this amendment: \$907,460
Funding Source:	General Funds, BATA Reimbursement
Fiscal Impact:	\$112,460 is available in MTC's FY 2022-23 budget.
Motion by Committee:	That the Executive Director or designee is authorized to negotiate and enter into a contract amendment with Craft & Commerce, LLC for digital engagement and promotion services described above and in the Administration Committee Summary Sheet dated April 12, 2023, and that the Chief Financial Officer is authorized to set aside \$112,460 for such amendment.
Administration Committee:	<hr/> Gina Papan, Chair
Approved:	April 12, 2023