

Metropolitan Transportation Commission Administration Committee

June 9, 2021

Agenda Item 2g - 21-0791

Contract Amendment – Agency Website Support Services: Peak Digital, LLC (\$570,000)

Subject: Request for approval of contract amendment with Peak Digital, LLC in the amount of \$570,000 for agency website support services.

Background: In December 2020, the MTC Administration Committee approved the 2020 Website Support Services Bench Cycle 1 (“the Bench”), comprising 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 a mini-procurement, pursuant to MTC's procurement procedures.

In March 2021, MTC selected Peak Digital, LLC from the pre-qualified firms to provide website support services to operate, maintain, and enhance agency websites. The Executive Director approved a three-year four-month contract in an amount not to exceed \$25,000.

This amendment will allow Peak Digital, LLC to provide required ongoing website support services to operate, maintain, and enhance agency websites. In addition, this firm 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. Peak Digital, LLC will also provide technical support for Brown Act compliance. Continued technical support for the abovementioned federal and state requirements is a critical sequential element of ongoing work. Additionally, the continued operations, maintenance, and security management of the agency websites are critical sequential elements of ongoing work.

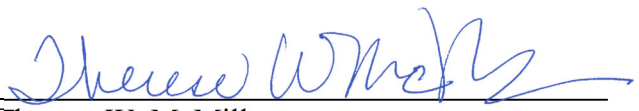
This amendment would add \$570,000, bringing the contract to a new total not to exceed amount of \$595,000 through the term of June 30, 2024. MTC will contribute \$395,000 and ABAG will contribute \$175,000 towards this amendment. Neither Peak Digital, LLC nor its subcontractors, are small businesses or disadvantaged business enterprises.

\$570,000 would be subject to approval of the MTC (\$395,000) and ABAG (\$175,000) FY 2021-22 budgets.

Issues: None

Recommendation: 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 \$570,000 for a new contract total not to exceed amount of \$595,000 through the term of June 30, 2024, to perform agency website support services, subject to the approval of the FY 2021-22 MTC and ABAG budgets.

Attachments: Request for Committee Approval – Summary of Proposed Contract Amendment.



Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.:	1121, 1161, 1611, 1612, 1721
Consultant:	Peak Digital, LLC Guerneville, CA
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, and enhance the agency websites.
Project Cost Not to Exceed:	\$570,000 (this amendment) Total Contract before this amendment: \$25,000 Total Authorized Contract after this amendment: \$595,000
Funding Source:	General Funds, ABAG Funds, BayREN Funds, BARC Funds
Fiscal Impact:	\$570,000 is subject to approval of the MTC (\$395,000) and ABAG (\$175,000) FY 2021-22 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 June 9, 2021 and the Chief Financial Officer is authorized to set aside \$570,000 for such contract amendment subject to future annual budget approvals.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	June 9, 2021