

Agenda Item 4b

TO: Bay Area Headquarters Authority

DATE: April 20, 2016

FR: Executive Director

W. I. 9130

RE: Purchase Order Amendment: – Network Installation and Support Services: SSP Data (\$90,000)

This memorandum seeks Authority approval of a purchase order amendment for SSP Data in an amount not to exceed \$90,000 for network installation and support services for the BAHA project based network engineer through June 30, 2016.

Background

MTC contracts with several temporary staffing agencies to provide project-based staffing services for various new initiatives and time-limited operational projects and programs such as the 375 Beale Street project. The BAHA Network Engineer provides the following installation and support services:

- Develop network design specifics integrating building and agency technology;
- Review building technology equipment specifics with contractors/sub-contractors;
- Oversee technology vendors providing network design, equipment, and implementation; and
- Configure network equipment and develop related test plans

The initial purchase order in the amount of \$100,000 was issued in 2014. In March 2015, the Authority approved an additional \$90,000 to fund services. This amendment funds network engineer project based staff through June 30, 2016.

Executive Director's Management Memorandum No. 352, Third-Party Contracting Policies and Procedures, expressly exempts temporary agency personnel services from MTC's competitive procurement requirements. Attachment A includes a summary of SSP Data's small business and disadvantaged business enterprise status.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to issue a purchase order amendment to SSP Data in an amount not to exceed \$90,000 for project-based temporary network engineer staffing for installation and support services.


Steve Heminger

SH:vdc
Attachment

Attachment A

	Firm Name	Role on Project	DBE* Firm			SBE** Firm		
			Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	SSP Data	Temp Staff/Network Engineer			X	X	56663	
Subcontractor								

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Purchase Order Amendment

Vendor:	SSP Data
Work Project Title:	375 Beale Street Technology Services
Purpose of Project:	Network Installation and Support Services
Brief Scope of Work:	Project-based network installation and support services through June 30, 2016
Project Cost Not to Exceed:	\$90,000 (This amendment) \$192,360 (Total before this amendment) \$282,360 (Total purchase order after this amendment)
Funding Source:	BAHA FY 2015-16 Capital Budget
Fiscal Impact:	Funding is included in the BAHA FY 2015-16 Capital Budget
Motion by Authority:	That the Executive Director or his designee is authorized to issue a purchase order amendment to SSP Data for project-based network engineer installation and support services as described above and in the Executive Director's memorandum dated April 13, 2016, and the Treasurer and Auditor is directed to set aside funds in the amount of \$90,000 for such purchase order amendment.
BAHA Chair:	<hr/> Dave Cortese
Approved:	Date: April 27, 2016