



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: May 4, 2016

FR: Executive Director

WI: 1255

RE: Purchase Order Amendment – FY 2015-16 Staff Augmentation, Software and Hardware Support: KIS Consulting Services (\$85,000)

This memorandum requests the Committee's approval to issue a purchase order amendment in an amount not to exceed \$85,000 with KIS Consulting Services, to provide staff augmentation, software and hardware support to all employees in preparation for the move to San Francisco.

Background

MTC Technology Services Section (TSS) is in the process of replacing desktop devices in preparation for the move to 375 Beale Street. KIS Consulting Services will provide additional temporary expertise and hands-on resources to move this effort fully forward. KIS also provides on-site staffing services to assist in helpdesk ticket issues for TSS Premier Support during this very busy period. Staff leverages KIS Consulting Services' existing state California Multiple Award Schedules (CMAs) contract for this work, as allowed under EDMM No. 352 (Third Party Contracting Policy and Procedures, Sec. G – Intergovernmental Procurements). KIS Consulting Services is neither a small business nor a disadvantaged business enterprise and has no subcontractors.

The existing KIS Consulting Services purchase order was issued under the Executive Director's delegated authority. This purchase order amendment will add \$85,000 and two more months until the end of the current fiscal year, bringing the contract total to \$285,000. Funding for this amendment is included in the approved FY 2015-16 agency budget.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order amendment to KIS Consulting Services in an amount not to exceed \$85,000 to provide staff augmentation, software and hardware support as described herein.



Steve Heminger

SH:nr

Attachment

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order Amendment

Work Item No.:	1161
Consultant:	KIS Consulting Services
Work Project Title:	Staff Augmentation, Software and Hardware Support
Purpose of Project:	Provide MTC additional staff, software and hardware support for replacing desktop devices in preparation for the 375 Beale move as well as assisting in IT related issues for TSS Premier Support.
Brief Scope of Work:	Provide consulting services for IT-related items prior to the move to 375 Beale Street.
Project Cost Not to Exceed:	\$85,000 this purchase order amendment Previously approved purchase order = \$200,000 Total approved purchase order amount based on this action = \$285,000
Funding Source:	IT Capital, General Fund
Fiscal Impact:	Funds are included in the FY 2015-16 agency budget
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order amendment with KIS Consulting Services as described above and in the Executive Director's memorandum dated May 4, 2016, and the Chief Financial Officer is authorized to set aside funds in the amount of \$85,000 for such amendment.
Administration Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	May 11, 2016