



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 7, 2017

FR: Executive Director

W.I.: 1161

RE: Purchase Order Amendment: Protiviti Government Services (\$215,000)

This memorandum requests Committee approval of a purchase order amendment in the amount of \$30,000 with Protiviti Government Services, bringing the total amount of the purchase order not to exceed \$215,000 to provide technical support for deploying our Microsoft Office 365/SharePoint Online platform through the remainder of this fiscal year.

Background

MTC executed a purchase order with Protiviti in the amount of \$185,000 for Fiscal Year 2016-17 to provide technical services to deploy Microsoft SharePoint Online Intranet and team collaboration web sites, and provide ongoing support and training to MTC staff using those sites. The purchase order was executed based on the reduced hourly rate negotiated under a federal General Services Administration (GSA) schedule.

Based on the Commission's action last month regarding the ABAG staff consolidation, additional work has been needed to configure the SharePoint Intranet sites to accommodate the paperless onboarding of new staff by July 1. This has accelerated the drawdown of that purchase order to the extent that completion of that work, along with continued support and training needs for the rest of MTC staff's SharePoint sites, cannot be accomplished within the current purchase order limit.

Recommendations

Staff recommends that this Committee authorize the Executive Director or his designee to increase the existing purchase order with Protiviti by \$30,000, under the same GSA terms, for a total purchase order amount not to exceed \$215,000 to provide continuing technical support for SharePoint Online deployment.


 Steve Heminger

SH:nr

Attachments

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order Amendment

Work Item No.:	1161
Consultants:	Protiviti Government Services Alexandria, VA
Project Title:	Office 365/SharePoint Online Deployment Support
Purpose of Project:	Provide technical support and training for deploying SharePoint Online Intranet and team collaboration web sites for MTC staff
Brief Scope of Work:	Develop and configure SharePoint Online web sites, provide training to staff in using those sites, and provide on-going technical support and troubleshooting services as needed for the most effective use of those sites. Respond to existing and emerging demands for new or refined sites, including those in preparation for the ABAG staff consolidation.
Project Cost Not to Exceed:	Amount of this amendment: \$30,000 Amount of Existing Purchase Order: \$185,000 New Purchase Order Total: \$215,000
Funding Source:	TDA
Fiscal Impact:	Funds are available in FY 2016-17 budget
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order amendment to Protiviti Government Services in an amount not to exceed \$215,000, as described above and in the Executive Director's memorandum dated June 7, 2017, and the Chief Financial Officer is directed to set aside sufficient funds for such purchase order amendment.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: June 14, 2017