

**Metropolitan Transportation Commission
Administration Committee**

November 10, 2021

Agenda Item 2c - 21-1376

**Contract - Newspaper Legal Notice Services: Daily Journal Corporation dba California
Newspaper Service Bureau (\$420,000)**

Subject:

Staff requests Committee approval to enter into a contract in the amount of \$420,000, for a three-year term with an option to extend for two additional years, with the Daily Journal Corporation dba California Newspaper Service Bureau to facilitate the placement of its legal notices of public hearings, public comments periods and other critical announcements in major Bay Area newspapers.

Background:

Statutory requirements mandate that MTC and its affiliates publish legal notices in various publications throughout the nine-county San Francisco Bay Area for any changes to programs including, but not limited to, Bay Area Toll Ordinance updates, the Transportation Improvement Program, Air Quality Conformity, Regional Measure 2, Regional Measure 3 and Plan Bay Area, among others. Some of these statutes require multiple notices within specified time periods.

On August 3, 2021, a Request for Proposal was issued for legal notice services and support for MTC and its affiliate agencies on an as-needed basis. The RFP was posted on MTC's Website and an email advertising the opportunity was sent to 3649 firms and individuals. The Daily Journal Corporation dba California Newspaper Service Bureau (Contractor) was the only qualified submittal. The Contractor is neither a small business nor a disadvantaged business enterprise and has no subcontractors. The scope of work includes coordination and recommendations for the most appropriate publications and manages the placement of legal notices in designated San Francisco Bay Area newspapers and trade journals. The Contractor will assist MTC in determining relevant newspapers to ensure maximum exposure in diverse communities and coordinate timely ad placements for all nine Bay Area counties. The Contractor offers pre-negotiated rates and invoicing which eliminates any delays in direct payments to the various publications.

Issues:

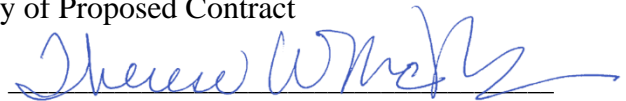
None identified.

Recommendations:

Staff recommends that this Committee authorize the Executive Director or designee to enter into a contract with Daily Journal Corporation, dba California Newspaper Service Bureau, in an amount not to exceed \$420,000 for the performance of professional services in connection with the placement of legal notices in publications for a three-year term, with an option to extend for two additional years. There is \$140,000 in the FY 2021-22 MTC budget and the remaining amount is subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

Attachments:

- Attachment A: Small Business and Disadvantaged Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Contract



Therese W. McMillan

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE * Yes	If DBE Yes, List #	DBE No	SBE* * Yes	If SBE Yes, List #	SBE No
Prime Contractor	Daily Journal Corporation dba California Newspaper Service Bureau	Facilitate the placement of legal notices			X			X
Subcontractor								
Subcontractor								

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

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Contract

Work Item No.: 1112

Consultant: Daily Journal Corporation, dba California Newspaper Service Bureau
Los Angeles, CA

Work Project Title: Newspaper Legal Notice Services

Purpose of Project: For the performance of professional services in connection with the placement of legal notices in publications.

Brief Scope of Work: Facilitate the placement of Agency legal notices of public hearings, public comments periods (and other critical announcements) in major Bay Area newspapers.

Project Cost Not to Exceed: \$420,000

Funding Source: 1112 – General Fund, BATA, BAIFA

Fiscal Impact: \$140,000 in FY 2021-22; and \$140,000 per FY subject to the approval of the FY 2022-23 and FY 2023-24 agency budgets.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract with Daily Journal Corporation, dba California Newspaper Service Bureau for the performance of professional services in connection with the placement of legal notices in publications described above and in the Administration Committee Summary Sheet dated November 10, 2021 and that the Chief Financial Officer is authorized to set aside \$420,000 for such contract, subject to future annual budget approvals.

Administration Committee:

Federal D. Glover, Chair

Approved: November 10, 2021