

**PPROCUREMENT SUMMARY**  
**CONTRACT NO. PS85397007**  
**TASK ORDER NO. 1**  
**STREET TEAMS**

|    |   |          |   |
|----|---|----------|---|
| 1. | <b>Contract Number:</b> PS85397007, Task Order No. 1  |          |   |
| 2. | <b>Contractors:</b> Lee Andrews Group   |          |   |
| 3. | <b>Mod. Work Description :</b> Continue to provide Street Teams, Community-Based Intervention Specialists, and Program Administration and extend the period of performance through 11/30/23 |          |   |
| 4. | <b>Contract Work Description</b> Provide communications support services to Metro's Communications Department.  |          |   |
| 5. | <b>The following data is current as of :</b> 4/11/23  |          |   |
| 6. | <b>Contract Completion Status</b>   |          | <b>Financial Status</b>   |
|    | <b>Task Order Awarded:</b>  | 12/7/22  | <b>Task Order Award Amount:</b> \$6,753,723                       |
|    | <b>Notice to Proceed (NTP):</b>   | N/A      | <b>Total of Modifications Approved:</b> \$0.00                    |
|    | <b>Original Complete Date:</b>  | 6/30/23  | <b>Pending Modifications (including this action):</b> \$5,175,320 |
|    | <b>Current Est. Complete Date:</b>  | 11/30/23 | <b>Current Task Order Value (with this action):</b> \$11,929,043  |
| 7. | <b>Contract Administrator:</b><br>Antwaun Boykin  |          | <b>Telephone Number:</b><br>(213) 922-1056                        |
| 8. | <b>Project Manager:</b><br>Lilian De Loza-Gutierrez   |          | <b>Telephone Numbers:</b><br>(213) 922-7479                       |

**A. Procurement Background**

This Board Action is to approve Modification No. 1 to Task Order No. 1 to continue to provide Street Teams, Community-Based Intervention Specialists, and Program Administration and extend the period of performance through November 30, 2023.

The modification ensures continued Street Team support and community intervention coverage that improves the customer experience.

In December 2022, the Metro Board of Directors authorized the Chief Executive Officer to award Task Order No. 1 under the Communications Support Services Bench Contract No. PS85397007 to Lee Andrews Group to provide Street Teams, Community-Based Intervention Specialists and Program Administration.

This Task Order Modification will be processed in accordance with Metro's Acquisition Policy.

Refer to Attachment B – Contract Modification/Change Order Log.

**B. Cost Analysis**

The recommended price has been determined to be fair and reasonable based upon cost analysis, technical evaluation, and independent cost estimate (ICE). Hourly rates and fees remain unchanged from the task order awarded in December 2022.

| <b>Proposal Amount</b> | <b>Metro ICE</b> | <b>Recommended Amount</b> |
|------------------------|------------------|---------------------------|
| \$5,175,320            | \$6,345,000      | \$5,175,320               |