

**PROCUREMENT SUMMARY  
RECRUITMENT SERVICES BENCH / PS95999000 THROUGH PS95999002**

1.	<b>Contract Number:</b> PS95999000 through PS95999002		
2.	<b>Contractor:</b> Partners in Diversity, Inc., DeSanti and David Gomez Partners, Inc.		
3.	<b>Mod. Work Description:</b> Increase the Not-to-Exceed (NTE) cumulative bench contract value to continue supporting the identification and placement of qualified candidates for professional, management, and executive-level positions across the agency and extend the period of performance through 8/31/27.		
4.	<b>Contract Work Description:</b> Provide recruitment services for professional, management, and executive-level positions across the agency.		
5.	<b>The following data is current as of:</b> 04/14/26		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Awarded:</b>	09/01/23	<b>Bench Contract Award Amount:</b> \$350,000
	<b>Notice to Proceed (NTP):</b>	N/A	<b>Total of Modifications Approved:</b> \$132,500
	<b>Original Complete Date:</b>	08/31/26	<b>Pending Modifications (including this action):</b> \$200,000
	<b>Current Est. Complete Date:</b>	08/31/27	<b>Current Contract Value (with this action):</b> \$682,500
7.	<b>Contract Administrator:</b> Annie Duong		<b>Telephone Number:</b> (213) 418-3048
8.	<b>Project Manager:</b> Nancy Saravia		<b>Telephone Number:</b> (213) 922-1217

**A. Procurement Background**

This Board Action is to approve Contract Modification No. 2 to the Recruitment Services Bench Contract Nos. PS95999000 through PS95999002 to increase the NTE cumulative bench contract value to continue supporting the identification and placement of qualified candidates for professional, management, and executive-level positions across the agency and extend the period of performance from 9/1/26 through 8/31/27.

These Contract Modifications will be processed in accordance with Metro’s Acquisition Policy and the contract type is a firm fixed unit rate.

In September 2023, Metro awarded three Contract Nos. PS95999000 through PS95999002 for recruitment services for professional, management, and executive-level positions across the agency. The period of performance is a two-year base term with one, one-year option.

One modification has been issued to date.

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

**B. Price Analysis**

The recommended amount has been determined to be fair and reasonable based on the firms' fixed unit rates established and evaluated during the competitive award in September 2023. The Independent Cost Estimate (ICE) is based on the contracts' firm fixed unit rates, which remain unchanged and are lower than current market rates for similar services.

<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Recommended Amount</b>
\$200,000	\$200,000	\$200,000