

## PROCUREMENT SUMMARY

**METRO PILOT CRENSHAW/LAX TRANSIT PROJECT  
BUSINESS SOLUTION CENTER/ PS2890900**

1.	<b>Contract Number:</b> PS2890900		
2.	<b>Contractor:</b> Del Richardson & Associates, Inc.		
3.	<b>Mod. Work Description:</b> Professional services to support the ongoing implementation of the Metro Pilot Crenshaw/LAX Transit Project Business Solution Center (BSC)		
4.	<b>Contract Work Description:</b> Professional services to support the ongoing implementation of the Metro Pilot Crenshaw/LAX Transit Project BSC		
5.	<b>The following data is current as of:</b> 5/1/19		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Awarded:</b>	10/27/2016	<b>Contract Award Amount:</b> \$849,008
	<b>Notice to Proceed (NTP):</b>	11/03/2016	<b>Total of Modifications Approved:</b> \$100,000
	<b>Original Complete Date:</b>	11/02/2018	<b>Pending Modifications (including this action):</b> \$582,117
	<b>Current Est. Complete Date:</b>	07/03/2021	<b>Current Contract Value (with this action):</b> \$1,531,125
7.	<b>Contract Administrator:</b> Lily Lopez		<b>Telephone Number:</b> (213) 922-4639
8.	<b>Project Manager:</b> Shalonda Baldwin		<b>Telephone Number:</b> (213) 418-3265

**A. Procurement Background**

This Board Action is to approve Contract Modification No. 3 issued for professional services to support the ongoing implementation of the Metro Pilot Crenshaw/LAX Transit Project Business Solution Center (BSC) for up to an additional two years with focus on supporting businesses for transition and/or referral to existing service providers for ongoing business assistance and development.

This Contract Modification was processed in accordance with Metro's Acquisition Policy and the contract type is firm fixed price.

On October 27, 2016, the Board awarded a two-year firm fixed price Contract No. PS2890900 to Del Richardson & Associates, Inc. in the amount of \$849,008 to operate the Metro Pilot Crenshaw/LAX Transit Project BSC.

Refer to Attachment B – Contract Modification/Change Order Log for modifications issued to date.

**B. Cost Analysis**

The recommended price has been determined to be fair and reasonable based upon an independent cost estimate (ICE), technical analysis, a cost analysis, fact finding, and negotiations. Some direct labor rates were re-negotiated to current market rates and fee remained unchanged.

<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Negotiated Amount</b>
\$620,696	\$392,166	<b>\$582,117</b>

The ICE was based on an estimate from the current level of effort and projected levels to be performed during the remaining term of the Pilot BSC. Metro did not adequately estimate the anticipated level of effort that such a program would require to provide focused client support in preparation of the BSC’s transition and close-out due to the unique attributes of the project and the technical and expert level of services that are performed to deliver an adequate level of support to more than 300 diverse small businesses; services within various functional areas such as information technology, web design and social media related services to support businesses in the development of e-platforms, business websites and e-commerce systems including business planning and other areas related to business sustainability.

Metro staff successfully negotiated a cost savings of \$38,579 from the proposed price.