

PROCUREMENT SUMMARY

METRO SMALL BUSINESS BONDING ASSISTANCE PROGRAM / PS137313000

1.	Contract Number: PS137313000		
2.	Contractor: Merriwether and Williams Insurance Service, Inc.		
3.	Mod. Work Description: Increase in contract authority and up to 12-month extension		
4.	Contract Work Description: Provide bonding assistance to small businesses under the Small Business Bonding Assistance Program.		
5.	The following data is current as of: 03/24/22		
6.	Contract Completion Status		Financial Status
	Contract Awarded:	6/1/19	Contract Award Amount: \$ 2,197,870
	Notice to Proceed (NTP):	8/8/19	Total of Modifications Approved: \$ 0
	Original Complete Date:	5/31/22	Pending Modifications (including this action): \$ 900,000
	Current Est. Complete Date:	5/31/22	Current Contract Value (with this action): \$ 3,097,870
7.	Contract Administrator: Marc Margoni		Telephone Number: (213) 922-1304
8.	Project Manager: Keith Compton		Telephone Number: (213) 922-2406

A. Procurement Background

This Board Action is to approve Contract Modification Nos. 1 and 2 to Contract No. PS13731300 with Merriwether and Williams Insurance Services, Inc. to continue to administer the Contractor Development and Bonding Assistance Program (CDABP) aka Metro's Small Business Bonding Assistance Program and the Contractor Finance Assistance Program (CFAP).

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

In May 2019, the Board awarded a three-year contract to Merriwether & Williams Insurance Services (MWIS) to provide bonding assistance to small businesses under Metro's Small Business Bonding Assistance Program.

B. Cost/Price Analysis

The recommended monthly CDABP and CFAP administration fees for the extended term have been determined to be fair and reasonable based on price analysis, independent cost estimate (ICE), technical analysis, and fact-finding. Pass-through fees [e.g. CPA cost subsidy fee, Irrevocable Letter of Credit (ILOC), and Funds Control] were estimated based on historical data and the anticipated level of bonding assistance required by small businesses.

Option Years Amount	Metro ICE	Modification Amount
\$900,000	\$900,000	\$900,000