

PROCUREMENT SUMMARY

BUSINESS INTERRUPTION FUND ADMINISTRATION SERVICES/PS56079000

1.	Contract Number: PS56079000		
2.	Contractor: Pacific Coast Regional Small Business Development Corporation (PCR)		
3.	Mod. Work Description: Extend the period of performance on a month-to-month basis for up to six (6) months.		
4.	Contract Work Description: Business Interruption Fund Administration Services		
5.	The following data is current as of : 8/9/23		
6.	Contract Completion Status		Financial Status
	Contract Awarded:	2/28/19	Contract Award Amount: \$1,585,246
	Notice to Proceed (NTP):	3/12/19	Total of Modifications Approved: \$2,618,546
	Original Complete Date:	3/11/21	Pending Modifications (including this action): \$511,676
	Current Est. Complete Date:	4/30/24	Current Contract Value (with this action): \$4,715,468
7.	Contract Administrator: Lily Lopez		Telephone Number: (213) 922-4639
8.	Project Manager: Jessica Spearman		Telephone Number: (213) 418-3266

A. Procurement Background

This Board Action is to approve Contract Modification No. 9 issued to extend the period of performance from November 1, 2023 to April 30, 2024 for the continued delivery of professional services to support the ongoing Business Interruption Fund Administration Services.

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

On February 28, 2019, the Board awarded firm fixed price Contract No. PS56079000 to PCR for a two-year base period in the amount of \$1,585,246 with two, one-year options, with an optional start-up for the inclusion of future new rail lines in this pilot.

Eight modifications have been issued to date.

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 an independent cost estimate (ICE), technical analysis, cost analysis, and fact finding.

Proposal Amount	Metro ICE	Modification Amount
\$511,676	\$461,586	\$511,676

Metro’s ICE underestimated the Fringe Benefits and did not account for a Profit/Fee. Therefore, the proposed costs have been deemed fair and reasonable for the work to be performed.