

On-Call Communications Support Service Bench Contract – File 2024-0951



Background

- In September 2022, the Board approved the establishment of the Communications Support Services Bench (Bench) for an amount not to exceed \$32,000,000 for a four-year term with 16 Small Business Enterprise (SBE) prime contractors.
- The Bench provides Metro's Customer Experience Department with supplementary communications services supporting Metro's projects, programs, and initiatives, such as community engagement programs, public information campaigns, and various public outreach activities.
- Bench contracts have been in place for two years and consist of 16 full-service, multi-disciplinary teams that serve on an on-call, task order-award basis under six disciplines:
 1. Strategic Communications
 2. Interpretation/Translation
 3. Special Events and/or Digital Production
 4. Professional Facilitation
 5. Mailing Services
 6. Professional Technical Writing



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Recommendation

AUTHORIZE the Chief Executive Officer to execute Modification No. 2 to Communications Support Services Bench Contract Nos. PS85397000 through PS85397015 to:

- A. INCREASE the cumulative contract value of the Bench contracts in an amount not-to-exceed \$18,000,000, increasing the cumulative contract value from \$32,000,000 to \$50,000,000; and
- B. EXECUTE task orders for a Not-to-Exceed (NTE) total authorized amount of \$5,000,000.

*Thank
You!*



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