



Memorandum

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DATE: May 6, 2019

TO: Finance and Administration Committee

FROM: Seung Cho, Director of Procurement and Information Technology
E.W. Cheng, Senior Administrative Analyst

SUBJECT: Amendment No. 5 to Professional Services Agreement No. A13-0088 with Acumen Building Enterprise, Inc. for Planning, Policy, Communications, and Administrative Support Services

Recommendation

It is recommended that the Commission approve Amendment No. 5 to Professional Services Agreement No. A13-0088 with Acumen Building Enterprise, Inc., to extend the period of performance for one additional year, from June 30, 2019 to June 30, 2020.

Summary

Alameda CTC issued a Request for Proposal for administrative, policy, planning and communications support services in September 2013, which covers an array of general services such as public meeting support for Alameda CTC's Commission and Community Advisory Committees, and technical support for Alameda CTC. Acumen Building Enterprise, Inc., an Alameda CTC-certified Small Local Business Enterprise (SLBE) firm with offices in Oakland, California, was selected as the top-ranked firm as a result of the RFP. Alameda CTC now wishes to amend the existing agreement to provide staff with the flexibility to adjust to changes in workload and to allow for additional time for consultant to complete existing assignments and transition key tasks to other members within the organization.

Acumen Building Enterprise, Inc. did not report a conflict in accordance with the Levine Act.

Fiscal Impact: The proposed action does not encumber any additional Alameda CTC funds. Staff intends to utilize the remaining balance from the existing contract budget to cover the anticipated expenditures in fiscal year 2019-2020, and has been included the budget in Alameda CTC's fiscal year 2019-2020 proposed budget.

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