

AMENDED IN COMMITTEE
9/14/16

FILE NO. 160929

RESOLUTION NO.

1 [Agreement Amendment - PRWT Services, Inc. - Citation Processing and Support Services -
2 Not to Exceed \$76,777,789]

3 **Resolution approving the Fifth Amendment to the Agreement with PRWT Services, Inc.,**
4 **for citation processing and support services by increasing the contract amount by**
5 **\$14,051,854, for a total contract amount not to exceed \$76,777,789 over the agreement**
6 **term of November 1, 2008, through October 31, 2018.**

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8 WHEREAS, The citation processing agreement with PRWT Services, Inc. was
9 awarded in November 2008. The original term of the agreement was for five years, with the
10 option to extend for up to five additional years to October 31, 2018; and

11 WHEREAS, In September 2016, the Board of Supervisors approved the Fourth
12 Amendment extending the agreement for one year for an amount not to exceed \$62,725,935,
13 with the option for the SFMTA to extend for up to two additional years, which would bring the
14 total term to the ten year period approved in 2008; Although the optional two-year extension
15 was approved, additional funding was not requested and is now needed in the amount of
16 \$14,051,854 to pay for ongoing services; and

17 WHEREAS, At the time the Fourth Amendment was approved, the SFMTA had hired
18 Dixon Resources, a consulting firm, to research current industry practices to assist with
19 developing a scope of work (SOW) for the pending request for proposals; the research was
20 completed in late 2015; and

21 WHEREAS, The main finding of the report is that there is little standardization of
22 municipal citation, permit and associated function management programs within the industry;
23 however, there are common areas for improvement with regard to software functionality that
24 are now available in the current market; and

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1 WHEREAS, The current software used by the SFMTA needs improvement in areas
2 such as flexible and dynamic reporting capabilities, real-time payment options, user
3 interaction tracking, assisted deployment and enforcement management tools, handheld
4 citation issuance software that supports the use of smartphones and/or tablet in addition to
5 standard handheld citations writing devices; and

6 WHEREAS, The recommended improvements from the industry review were
7 incorporated into the Request for Proposals (RFP) for citation processing and permit
8 processing released on July 22, 2016; and

9 WHEREAS, The SFMTA is now exercising its option for a two-year contract extension
10 for the following reasons: 1) it is anticipated that the proposal submittal, evaluation, contract
11 negotiations and approval process will take longer than the time remaining under the current
12 contract term; and 2) since the competitive contract procurement may result in the award of
13 separate contracts for permit processing and citation services, additional time is needed for
14 integration between the two systems, and transition between vendors; and 3) to lock in the per
15 citation processing fee of \$2.89 established in 2008, which will most likely increase under any
16 new agreement; and

17 WHEREAS, On July 19, 2016, The SFMTA Board recommended in Resolution 16-091
18 that the Board of Supervisors approve the Fifth Amendment pursuant to Charter Section
19 9.118; and

20 WHEREAS, A copy of the Fifth Amendment and supporting documentation is on file
21 with the Clerk of the Board of Supervisors in File No. 160929, which is hereby declared to be
22 part of this motion as if set forth fully herein; now, therefore, be it

23 RESOLVED, That San Francisco Board of Supervisors approves the Fifth Amendment
24 for the Agreement with PRWT Services, Inc. for citation processing and support services by
25 increasing funding by \$14,051,854 for a total amount not-to-exceed of \$76,777,789; and, be it

1 FURTHER RESOLVED, That the Board of Supervisors authorizes the Director of
2 Transportation of the SFMTA, on behalf of the City, to execute the amendment and take all
3 actions under the Agreement; and, be it

4 FURTHER RESOLVED, That within 30 days of the citation processing services
5 amendment document being fully executed by all parties, the final document shall be provided
6 to the Clerk of the Board for inclusion in the official file.

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