

1 [Agreement Amendment - PRWT Services, Inc. - Citation Processing and Support Services -
2 Not to Exceed \$77,885,593]

3 **Resolution approving the fifth amendment to the agreement with PRWT Services, Inc.,**
4 **for citation processing and support services, increasing the contract amount by**
5 **\$15,159,658 for a total contract amount not to exceed \$77,885,593 over the agreement**
6 **term of November 1, 2008, through October 1, 2018.**

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8 WHEREAS, The citation processing agreement with PRWT Services, Inc. was
9 awarded in November 2008; and

10 WHEREAS, The original term of the agreement was for five years, with the option to
11 extend for up to five additional years to October 31, 2018; and

12 WHEREAS, In September 2016, the Board of Supervisors approved the Fourth
13 Amendment extending the agreement for one year for an amount not to exceed \$62,725,935
14 with the option for the SFMTA to extend for up to two additional years, which would bring the
15 total term to the ten year period approved in 2008; and

16 WHEREAS, Although the optional two-year extension was approved, additional funding
17 was not requested and is now needed in the amount of \$15,159,658 to pay for ongoing
18 services; and

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

23 WHEREAS, The main finding of the report is that there is little standardization of
24 municipal citation, permit and associated function management programs within the industry;

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1 however, there are common areas for improvement with regard to software functionality that
2 are now available in the current market; and

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

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

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

19 WHEREAS, On July 19, 2016, The SFMTA Board recommended in Resolution
20 No. 16-091 that the Board of Supervisors approve the Fifth Amendment pursuant to Charter,
21 Section 9.118; and

22 WHEREAS, A copy of the Fifth Amendment and supporting documentation is on file
23 with the Clerk of the Board of Supervisors in File No. 160929, which is hereby declared to be
24 part of this motion as if set forth fully herein; now, therefore, be it
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1 RESOLVED, That San Francisco Board of Supervisors approves the Fifth Amendment
2 for the Agreement with PRWT Services, Inc. for citation processing and support services by
3 increasing funding by \$15,159,658 for a total amount not-to-exceed of \$77,885,593; and, be it

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

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

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