Metropolitan Transportation Commission

Meeting Minutes

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Administration Committee

Gina Papan, Chair *Amber Manfree, Vice Chair*

Wednesday, May 14, 2025 **9:40 AM** **Board Room - 1st Floor**

Roster
Gina Papan (Chair), Amber Manfree (Vice Chair),
Margaret Abe-Koga, Victoria Fleming, Myrna Melgar
Nate Miley, Belia Ramos
Non-Voting Members: Dina El-Tawansy, Libby Schaaf

Chair Papan called the meeting to order at 10:42 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

Non-voting members present: Commissioner El-Tawansy and Commissioner Schaaf
Ex Officio Voting Members Present: Commission Chair Noack, Commission Vice Chair Moulton-Peters and Commissioner Anderson (remote)
Ad-Hoc Non-voting members present: Commissioner Giacopini (remote)

2. Consent Calendar

Upon the motion by Commissioner Manfree and seconded by Commissioner Melgar, the Consent Calendar, was unanimously approved by the following vote:

Aye: 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

2a. 25-0631 Approval of the Administration Committee Minutes of the April 9, 2025 Meeting.

Action: Committee Approval

2b. 24-1534 Consultant Bench: 2024 Innovation Bench - Cycle 1.

Action: Committee Approval

Presenter: Sean Bugler

2c. 25-0600 Contract Amendment - Legal Services: Goldfarb & Lipman LLP ($350,020)

Action: Committee Approval

Presenter: Kathleen Kane

2d. 25-0539 Purchase Orders - Cloud Services (Amazon, Socrata, Salesforce), Software Licensing, Technology Advisory Services, and Technical Salesforce Integration and Administrative Services: DLT Solutions LLC ($425,000), Carahsoft Technology Corporation ($250,000), Gartner Inc ($750,000)

Action: Committee Approval

Presenter: Mark Dinh

2e. 25-0693 Contract Amendment - Third Party Independent Transit Operator Review: Macias Gini & O'Connell, LLP ($60,000).

Action: Committee Approval

Presenter: Shruti Hari

2f. 25-0540 Metropolitan Transportation Commission (MTC) Fiscal Year 2024-25 Third Quarter Travel Report Financials.

Action: Information

Presenter: Anna Tang

2g. 25-0494 MTC Investment Report for March 2025 (Unaudited).

Action: Information

Presenter: Natalie Perkins

2h. 25-0543 Contract -USI Insurance Services LLC: Broker Services and Benefits Management ($375,000).

Action: Committee Approval

Presenter: Mike Aycock

2i. 25-0627 Fiscal Year (FY) 2024-25 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended March 31, 2025 (Unaudited).

Action: Information

Presenter: Derek Hansel

3. Committee Approval

3a. 25-0493 Enterprise Resource Planning (ERP) Program Update and Purchase Order Amendment - ERP Strategic Advisory Services and Implementation Support: Slalom, Inc. ($2,437,186).

Provide update on the Enterprise Resource Planning (ERP) Program and request authorization to negotiate and enter into a Purchase Order (PO) amendment in an amount not to exceed $2,437,186 with Slalom, Inc. for ERP Strategic Advisory Services and Implementation Support, for a new PO total not to exceed amount of $7,121,362.

Action: Committee Approval

Presenter: Nick Roethel

Roland Lebrun was called to speak.

Upon the motion by Commissioner Melgar and seconded by Commissioner Fleming, the Committee unanimously approved the Purchase Order Amendment for ERP Strategic Advisory Services and Implementation Support to Slalom, Inc. in the amount of $2,437,186. The motion carried the following vote:

Aye: 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

3b. 25-0628 Purchase Order - Slalom LLC ($1,565,000.00) and Purchase Order Amendment - Carahsoft Technology Corp ($559,000).

A request for Committee approval to enter into a Purchase Order (PO) contract for Technical Salesforce Integration and Administration Services with Slalom LLC and execute a PO amendment for annual Salesforce Licenses with Carahsoft Technology Corporation (Carahsoft).

Action: Committee Approval

Presenter: Queli Go

Upon the motion by Commissioner Fleming and seconded by Commissioner Manfree, the Committee unanimously approved a Purchase Order for Slalom LLC in the amount of $1,565,000.00 and a Purchase Order Amendment to Carahsoft Technology Corp in the amount of $559,000. The motion carried the following vote:

Aye: 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

4. Public Comment / Other Business

5. Adjournment / Next Meetings:

The next regular meeting of the Administration Committee is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on June 11, 2025. Any changes to the schedule will be duly noticed to the public.

Chair Papan adjourned the meeting at 11:03 a.m.