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AGENDA ITEM MEMO

BOARD MEETING DATE: August 15, 2024

TO: Board Members

THROUGH: Bryan McMath, Interim Executive Administrator
Ashley Harden, General Counsel
Rebecca Trevino, Chief Financial Officer

FROM: Cameron Turner, Director, Procurement and Contract Services

SUBJECT: Quarterly Contracting and Purchasing Report

ACTION REQUESTED

Briefing and discussion on material changes to contracts for goods and services executed during the third quarter of Fiscal Year 2024, and the contract and performance report for the third quarter of Fiscal Year 2024. No action requested.

BACKGROUND

Pursuant to Section 2155.088 of the Texas Government Code, enclosed for your consideration are the material changes made to contracts for goods and services awarded under Chapter 2155 of the Texas Government Code for the period of March 1, 2024, to May 31, 2024. See Attachments 1 and 2.

The material changes are those that: (1) extend the length of or postpone the completion of a contract for six months or more; or (2) increase the total consideration to be paid under a contract by at least 10 percent. The enclosed report indicates the contractor, a description of the material change, the dollar amount of the change where applicable, and the beginning and end dates of the contract.

In accordance with requirements established under Texas Administrative Code (TAC) Chapter 353, Subchapter J, Section 353.140, enclosed for your further consideration is the risk and contract monitoring report. See Attachment 3.

The report includes contractor, project and cost information for each contract executed, along with the risk rating of the contract and whether enhanced contract monitoring is required.

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Leading the state's efforts
in ensuring a secure
water future for Texas

Brooke T. Paup, Chairwoman | L'Oreal Stepney, P.E., Board Member
Bryan McMath, Interim Executive Administrator

RECOMMENDATION

The Executive Administrator concludes this report meets the requirements of Texas Government Code § 2155.088 and 31 TAC Chapter 353, Subchapter J, Section 353.140.

Attachment(s):

1. Contract Amendments
2. Purchase Order Change Notices
3. Contracts subject to Enhanced Contract Monitoring

Attachment 1

Contract Amendments

Period: March 1, 2024, to May 31, 2024

Contract Number	Contractor	Description	Amendment	Office	Contract Manager	Start Date	Expiration Date	Original Amount	Amended Amount
2400012763	Synoptic Data Public Benefit Company	Teaming agreement for TexMesonet hydrometeorological data requirements for participation in the National Mesonet Program	Extends the contract and increases funding	Water Science & Conservation	Nathan Leber	4/7/2023	4/7/2025	\$206,617.70	\$247,941.24

Attachment 2

Purchase Order Change Notices

Period: March 1, 2024, to May 31, 2024

Purchase Order Number	Contractor	Description	Office	Contact Person	Start Date/ End Date	Original Amount	Amended Amount
24-0322	Workquest	Added funds for additional paid interns	Operations & Administration	Sergio Pellicano	01/22/2024 - 8/31/2024	\$13,089.60	\$65,584.35
24-0087	FedEx	Added funds for anticipated Fiscal Year 2024 shipping costs	Finance	Melissa Huffmaster	10/03/2023 - 8/31/2024	\$15,407.00	\$20,407.00
24-0209	WorkQuest	Added funds and extended contract for temporary contractor	Finance	Melissa Huffmaster	12/07/2023 - 8/31/2024	\$30,633.60	\$45,950.40
23-0264	WorkQuest	Added funds for paper shredding services at Mesquite field office	Water Supply & Infrastructure	Cindy DePrato	09/01/2022 - 8/31/2023	\$46.00	\$69.00
23-0736	Luna Data Solutions, Inc.	Added funds and extended contract for temporary contractor	Water Science & Conservation	Erika Mancha	06/20/2023 - 11/30/2024	\$225,000.00	\$245,000.00
24-0026	AT&T Mobility National Accounts	Added funds to cover anticipated costs for agency mobile devices	Operations & Administration	Edna Jackson	09/12/2023 - 8/31/2024	\$69,270.85	\$77,392.33
24-0122	Xerox Corporation	Added funds and extended contract for lease of agency network copiers	Operations & Administration	Beverley Shirley	09/01/2023 - 3/31/2025	\$50,000.00	\$65,000.00
24-0148	Xerox Corporation	Added funds and extended contract for lease of agency field office copiers	Operations & Administration	Beverley Shirley	10/27/2023 - 3/31/2025	\$6,400.00	\$11,400.00

Attachment 3

Contracts subject to Enhanced Contract Monitoring

Period: March 1, 2024, to May 31, 2024

Contract Number	Contractor	Description	Office	Contract Manager	Start Date	Expiration Date	Contract Amount	Risk Category	Enhanced Monitoring Required
2400012823	Innovation Event Management, LP	Event management and planning services for Water for Texas 2025	Communications	Lindsey Ford	3/28/2024	8/31/2025	\$47,905.00	LOW	NO
2300012738	Neubus, Inc.	Agency Digitization Initiative	Operations & Administration	Natalie McCrory	7/12/2023	8/31/2024	\$1,000,000.00	HIGH	YES

**Enhanced monitoring is required for high-risk contracts; however, all new goods and services procured under Texas Government Code § 2155 during the previous quarter are also included in this report, subject to the performance monitoring requirements in Texas Government Code §§ 2261.253 - 2261.256.*