



TO: BCRTA Board of Trustees
FROM: Megan Varney, Procurement & Compliance Specialist
RE: *Action Item – IT Services, 2021-001*

February 10, 2025

RECOMMENDATION

Amendment of Resolution 21-03-01 to authorize the Executive Director to adjust the total not to exceed amount due to Port Technology, LLC for the provision of information technology services from two-hundred thousand dollars (\$200,000) to two hundred thousand and forty-five dollars (\$245,000.00) for the contract.

FINANCIAL CONSIDERATIONS

This is an increase of the authorized amount on an existing contract for services for a total expenditure not to exceed \$245,000.00.

- The average amount spent per year under this contract is \$47,595.
- The amount remaining under the original authorized amount is \$9,621.00.
- The contract is set to expire in December 2025.

BUSINESS PURPOSE

In order to ensure continuity of information technology services provided to BCRTA, the total not-to-exceed amount must be adjusted.

PROCUREMENT CONSIDERATIONS

Based on BCRTA's personal experience with this vendor over many years, they have the capacity to continue to perform this contract and are recommended for authorization of additional funds.

LEGAL CONSIDERATIONS

Section 306.43 of the Ohio Revised Code authorizes BCRTA to contract for the provision of goods and services.