

AGENDA ITEM MEMO

BOARD MEETING DATE: February 8, 2024

TO: Board Members

THROUGH: Jeff Walker, 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 first quarter of Fiscal Year 2024, and the contract and performance report for the first 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 September 1, 2023, to November 30, 2023. 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 risk and contract monitoring reporting for contracts executed during the period September 1, 2023, to November 30, 2023. 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.

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.

Attachments:

1. Contract Amendments executed by the Texas Water Development Board
2. Purchase Order Change Notices issued by the Texas Water Development Board
3. Contracts Executed by the Texas Water Development Board subject to Enhanced Contract Monitoring

Attachment 1

Contract Amendments executed by the Texas Water Development Board

Period: September 1, 2023, to November 30, 2023

Contract Number	Contractor	Description	Amendment	Office	Contract Manager	Start Date	Expiration Date	Original Amount	Amended Amount
2101792543	Atkins North America, Inc.	Statewide Flood Modeling and Mapping Services	Issued Task Order 6, which adds \$2,378,902.00 for BLE, Mapping, and Flood Risk analysis for the following Hydrologic Units (HUC-8s). 13070001 Lower Pecos-Red Bluff Reservoir 13070002 Delaware 13070003 Toyah 13070004 Salt Draw 13070005 Barrilla Draw 13070006 Coyanosa-Hackberry Draws 13070007 Landreth-Monument Draws	WSC	Jenna Rao	8/19/2021	8/31/2024	\$3,821,560.21	\$6,200,462.21

Attachment 2

Purchase Order Change Notices issued by the Texas Water Development Board

Period: September 1, 2023, to November 30, 2023

Purchase Order Number	Contractor	Description	Office	Contact Person	Start Date/ End Date	Original Amount	Amended Amount
24-0015	Workquest	Added funds to reflect staffing agency rate increase for temporary staffing services in Fiscal Year 2024.	FINANCE	Melissa Huffmaster	09/01/2023 - 01/31/2024	\$22,176.00	\$25,680.00
24-0026	AT&T Mobility National Accounts LLC	Added funds for new lines of service and additional cell phones for agency staff.	FINANCE	Melissa Huffmaster	09/01/2023 - 08/31/2024	\$7,618.32	\$55,348.89
24-0087	FedEx	Added funds for additional agency shipping costs anticipated to be incurred throughout Fiscal Year 2024.	FINANCE	Melissa Huffmaster	09/01/2023 - 08/31/2024	\$9,569.00	\$15,407.00
24-0096	512 Refrigeration Services, LLC	Added funds for additional maintenance costs on agency ice machines.	O&A	Beverley Shirley	09/01/2023 - 08/31/2024	\$524.00	\$834.00
24-0113	US Bank National Association Voyager Fleet Systems Inc.	Added funds for additional fleet cards for agency field staff in WSC.	O&A	Beverley Shirley	09/01/2023 - 08/31/2024	\$125,000.00	\$173,000.00
24-0132	South Central Supply LLC	Added funds to reflect increase in cost of fencing materials and shipping costs.	WSC	Jackson Swilley	09/01/2023 - 08/31/2024	\$1,079.20	\$1,558.20
24-0137	Triple O Technologies	Added funds for additional print paper delivery.	O&A	Beverley Shirley	09/01/2023 - 08/31/2024	\$2,381.50	\$4,714.20

Attachment 3

Contracts Executed by the Texas Water Development Board subject to Enhanced Contract Monitoring

Period: September 1, 2023, to November 30, 2023

Contract Number	Contractor	Description	Office	Contract Manager	Start Date	Expiration Date	Contract Amount	Risk Category	Enhanced Monitoring Required
2400012765	McCall, Parkhurst & Horton, L.L.P.	OAG Contract #2024-580-0181 Bond and Disclosure Counsel	FINANCE	Georgia Sanchez	9/1/2023	8/31/2025	\$990,000.00	LOW	NO
2400012766	Orrick, Herrington & Sutcliffe LLP	OAG Contract #2024-580-0301 Bond and Disclosure Counsel	FINANCE	Georgia Sanchez	9/1/2023	8/31/2025	\$990,000.00	LOW	NO
2400012768	Bracewell LLP	OAG Contract #2024-580-0182 Bond and Disclosure Counsel	FINANCE	Georgia Sanchez	8/31/2025	8/31/2025	\$990,000.00	LOW	NO

**Enhanced monitoring is not required for these contracts, based on the Risk Category; included here, however, as these are new contracts for goods and services potentially subject to Texas Government Code § 2155, executed during the quarter.*