

SUMMARY MINUTES
BUSINESS ADMINISTRATION COMMITTEE
MEETING OF FEBRUARY 17, 2016

Ms. Merrick chaired the February 17 Business Administration Committee Meeting, calling it to order at 10:55 a.m. A quorum was present during the Meeting: Mr. Session, Co-Chair, Ms. Hanley, Mr. Kennedy, Mr. Mims, Mr. Pozen, Mr. Williams, and Mr. McDermott (*ex officio*). Mr. Adams, Mr. Caputo, Mr. Chapman, Mr. Curto, Mr. Griffin, and Ms. Wells were also present.

Quarterly Acquisition Report. Mark Adams, Deputy Chief Financial Officer, presented information for the fourth quarter of 2015. He reported that 30 base term contracts had been awarded valued at \$24.1 million. There were 74 contract modifications that totaled \$64.7 million, 26 of which were option-year extensions for \$29.0 million. Additionally, there were 48 non-option year related contract modifications awarded during this period. Mr. Adams reported that the contract for Fort Myer Construction Corporation had originally been awarded under the \$3 million threshold. However, it had since surpassed that threshold, and the contract is currently being procured to align the snow contract with the snow season. There were 38 task orders issued totaling \$25.5 million. Mr. Adams reported that the Board had approved four actions totaling \$12.0 million: 1) HNTB Corporation at \$4.5 million; 2) Lincoln Retirement Services Co., LLC at \$192,000; 3) New Horizon Security Services, Inc. at \$5.2 million; and 4) Washington Gas Energy Services at \$2.1 million. Mr. Adams stated that Clear Channel had been mistakenly omitted; the contract was awarded in November 2015.

With regard to the second quarter of 2016, Mr. Adams reported that 52 procurements over \$50,000 were planned. He noted that four of the solicitations anticipated to exceed \$3 million would require Board action. Mr. Adams stated that one procurement less than \$3 million (Travelers Assistance Services at both Airports) that may impact the traveling public was planned. Mr. Adams noted that no planned procurements reserved for selection by the Board were identified. He reported that there have been no changes in the delegation or re-delegation of contracting authority since the prior quarterly report.

The meeting was thereupon adjourned at 10:59 a.m.