

LYNX Finance & Audit Committee Agenda

Meeting Date: 2/17/2022
Meeting Time: 2:00 PM

Central Florida Regional Transportation Authority
455 N. Garland Ave.
2nd Floor Open Space
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Approval of Committee Minutes

 Finance Committee Minutes - January 20, 2022

Pg 3


3. Public Comments

- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.


4. Chief Financial Officer Report

5. Consent Agenda





A. Request for Proposal (RFP)

- i.  Authorization to Release a Request for Proposal (RFP) for a Transit Simulator System Pg 8


B. Invitation for Bid (IFB)

- i.  Authorization to Release an Invitation for Bid (IFB) for Transit Bus Tire Leasing Services Pg 10

C. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to Elliott & Company Turf and Landscaping Services, Inc. for Landscaping Services Pg 12
- ii.  Authorization to Negotiate and Award a Contract to Barracuda Building Contractors for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities Pg 13
- iii.  Authorization to Negotiate and Award a Contract to AT&T Corp. for Cloud-Based Universal Communications as a Service (UCaaS) Pg 16
- iv.  Authorization to Negotiate and Award a Contract to AT&T Corp. for Internet Cloud-Based Contact Center as a Service (CCaaS) Pg 18


D. Miscellaneous

- i.  Authorization to Transfer Two (2) Ticket Vending Machines to Southeastern Pennsylvania Transportation Authority Pg 21

6. Discussion Items

- A.  FY2021 Preliminary Financial Results Pg 23
- B.  FY2021 Preliminary Reserve Analysis Pg 24
- C.  FY2022 1st Quarter Results Pg 25
- D.  FY2023 Budget Assumptions Pg 26

7. Action Items

- A.  Election of the 2022 Finance and Audit Committee Officers Pg 27

8. Other Business

9. Adjourned

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

LYNX
Central Florida Regional Transportation Authority
Finance and Audit Committee Meeting Minutes

PLACE: LYNX Central Station
455 N. Garland Avenue
2nd Floor, Board Room
Orlando, FL 32801

DATE: January 20, 2022

TIME: 2:00 p.m.

Members in Attendance:

Amanda Clavijo, Osceola County
Kurt Petersen, Orange County
Michelle McCrimmon, City of Orlando
Luciana Taylor, FDOT
James Goldsmith, LYNX Attorney

Staff in Attendance:

Leonard Antmann, Chief Financial Officer
Michelle Daley, Director of Finance
Scott Borrer, Manager of Financial Planning and Budgets

Members Not in Attendance:

Tim Jecks, Seminole County
Jo Santiago, FDOT, 5th District

1. Call to Order

Chair Clavijo called the meeting to order at 2:00 p.m.

2. Approval of Minutes

Chair Clavijo requested a motion for approval of the December 21, 2021 Finance & Audit Committee meeting minutes. Motion to approve the December 21, 2021 minutes was made by Michelle McCrimmon, second by Kurt Petersen. The minutes were unanimously approved as presented.

3. Public Comments

No members of the public were present to speak.

4. Chief Financial Officer's Report

Chair Clavijo recognized Lenny Antmann, Chief Financial Officer.

Mr. Antmann provided the following updates:

- Introduction of new hire Scott Borrer, Manager of Financial Planning and Budget
- FY2021 year-end audit is ongoing, approximately 50% complete. There have been no issues identified at this point.
- Board of Director election of officers will be voted on in January; Finance & Audit and Oversight election of officers will be held in February.
- In February we will present the final FY2021 unaudited financial statements and the first quarter FY2022 financial statements. Additionally, we will bring the Reserve Analysis as of end of FY2021 and budget assumption package for FY2023.
- Temporary certificate of occupancy for the LOC expansion site has been received; the project is complete. We are planning a ribbon cutting ceremony and move-in next month.
- Rosemont Superstop transfer station reconstruction is scheduled to be complete at the end of January. We will hold a ribbon cutting ceremony next month.
- The federal infrastructure bill was announced in December; the allocation of funds has not yet been communicated. We understand that a portion of the funds will be traditional distribution methodology and a portion will be competitive application/bid.
- One Oversight and BOD agenda item was added after Finance & Audit Committee agenda was published:
 - “Authorization to Award Contract #22-C39 to DesignLab, Inc. for Bus Operators, Transportation, and Maintenance Supervisors Uniforms”. 3 year, plus two 1-year renewal options.

Mr. Antmann concluded his report.

5. Consent Agenda

- A. Invitation for Bid (IFB)
 - i. Authorization to Release an Invitation for Bid (IFB) for the Repainting of Bus Shelters
- B. Award Contracts
 - i. Authorization to Negotiate and Award a Contract to Jani-King of Orlando, LLC for Facility Disinfecting Services
- C. Extension of Contracts
 - i. Authorization to Exercise the First Option Year of Contract #20-C29 with Gray Robinson, P.A. for Labor/Employment Legal Services
- D. Miscellaneous
 - i. Authorization to Amend the Contract with Ceridian for Human Resource and Payroll Processing
 - ii. Authorization to Execute a Change Order with R.L. Burns, Inc. for the Construction of Safety, Security, and Aesthetic Improvements to the Rosemont Transfer Center

- iii. Authorization to Purchase Eight (8) 2022 Ford Utility AWD V-6 Vehicles as Replacement Vehicles for Transportation
- iv. Authorization to Increase the Not to Exceed Amount of Contract #22-C11 with Jobbers Equipment Warehouse for Rotary Mod30 Telescoping Hydraulic Cylinder Replacement

Chair Clavijo asked if any items needed to be pulled. No changes requested.

Michelle McCrimmon made a motion to approve Consent Agenda 5A,B,C,D, second by Kurt Petersen. Motion passed unanimously.

6. Discussion Items

A. FY2021 Preliminary Operating Results

Mr. Antmann presented the Preliminary FY2021 Operating Results. The total FY2021 revenue was \$177.9M vs amended budget of \$179.4M. There are several offsetting revenue variances and the remaining \$1.5M revenue variance is due to planning studies that were not performed.

Overall expenses were \$16.5M favorable to the budget. We had budgeted to be \$25.5M favorable on net position with the planned stimulus draw down. With the favorable expenses, we ended up being about \$45.5M favorable on net position. Last year we were \$39.5M favorable.

Wages & benefits were \$1.7M favorable. Pension benefits were \$2.4M favorable but offset by an \$800K unfavorable medical expense. Medical claims were running 7-10% higher than budgeted. This has been a continuing trend which will be taken into consideration on the FY2023 budget.

Other Services were \$4.1M favorable. \$1.5M was planning studies not performed, \$750K budgeted for temporary help that was not spent, \$324K on contract maintenance not performed and \$200K on legal expense – all on the fixed route side.

On the Paratransit side, we were \$200K favorable all due to functional assessments not performed because we had less trips overall.

Fuel favorable by \$2.4M. \$500K was on the paratransit side due to favorable fuel hedging. The \$1.9M on fixed route side was attributable to \$1.4M prior year CNG tax credits and \$500K attributable to favorable fuel hedging.

Materials and supplies overall favorable \$3M due to conservative budget planning to ensure we could meet CDC requirements for our employees and riders. \$2M favorable on COVID-19 supplies and \$900K favorable on vehicle repairs and maintenance.

Purchase Transportation was \$4.7M favorable all on paratransit due to less trips being performed than budgeted.

Leases & Miscellaneous \$550K favorable associated with training and travel not completed due to COVID-19.

B. Discussion Regarding the FY2023 Budget Assumptions

Mr. Antmann led the budget assumption workshop to review and solicit the committee's input on the preparation of the FY2023 Budget Assumptions. Mr. Antmann explained that a formal presentation to Finance & Audit and Oversight would be in February.

The key assumptions:

- FY2023 budget is being built as a base case budget based on business as we know it today. If Orange County is successful in passing the sales tax increase, we will do a budget amendment to include those revenues and expenses.
- Maintain service consistent with the current levels.
- Paratransit cost containment strategies will continue.
- Preventative Maintenance will continue at \$6.8M as previously recommended by the board.
- Lines of Business – We plan to budget and report by Paratransit, Fixed Route and roll-up the total and provide the details of each.
- We will budget to maintain CDC COVID protocols for the health and safety of our employees and ridership.
- We will prepare the Partner Contributions using the approved Regional Funding Model.
- No anticipated fare increases.
- FY2022 ridership was budgeted at 75% and 95% of pre-COVID levels for Fixed Route and Paratransit respectively. We plan to budget FY2023 with the same assumption.
- State funding - \$12M block grant, same as FY2022
- Advertising revenue – project out based on current trends.
- Wages – we plan to follow funding partner lead when budgeting increases for administrative staff and will follow contractual increases for the unions.
- On the benefits side, we plan to increase the medical expense allocation. We are seeing a consistent increase in medical expense. We will continue to maximize prescription rebate opportunities.
- Fuel – we benefited from CNG tax rebates in FY2021 but do not expect that in FY2023. We have saving from the fuel hedging on diesel and unleaded in FY2022 but do not expect those savings going into FY2023. We are going through an analysis of our fleet as to how many of each type of vehicle, mileage and fuel needs. We will project out our fuel needs in FY2023 operating budget based upon current market and will update through the process. If prices drop, we will try to lock in prices for next year, but the current market outlook is not looking favorable.
- Pine Hills Transfer Station – design complete, awaiting permits, Board approved construction RFP, construction expected to begin mid-year.

- Southern Operation Base – FY2022 actively pursuing site selection (not yet identified), purchase and begin design. FY2023 we hope to complete design and go out for construction RFP.
- We plan to look at electrification of some of the Fixed Route fleet going forward.
- We will be requesting to increase the \$2 capital contribution to \$3. Additionally, we will be requesting to change the base for the calculation from just Fixed Route service hours to Fixed Route and NeighborLink Service Hours. LYNX considers the NeighborLink service as an extension of Fixed Route. The NeighborLink Service is used in areas with not enough ridership for a full fixed route.

7. Other Business

No other business.

8. Adjourned

The meeting adjourned at 2:56 p.m.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.A. i

To: LYNX Finance & Audit Committee

From: Terri Settington
Director Of Human Resources
Maria Colon
(Technical Contact)

Phone: 407.841.2279 ext: 6106

Item Name: Authorization to Release a Request for Proposal (RFP) for a Transit Simulator System

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for a Transit Simulator System.

BACKGROUND:

In 2014, the LYNX Board of Directors approved the purchase of the Transit Simulator System. It has been in service for the past 7 years. With new technological changes and upgrades occurring in the past few years the Transit Simulator System is now out of date and requires updates of new technology.

The cost of updating the current simulator system is comparable if not more expensive than the cost to obtain a new system. LYNX staff feels that releasing a request for proposal for a new unit and retiring the current simulator is in the best interest of LYNX.

The Simulator has been used for the retraining of bus operators after an accident, improper rail road crossing, failure to stop at a road sign or digital device and other training scenarios as needed.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

It is the policy of LYNX to ensure that certified DBE's and small business firms have equal opportunity to participate in DOT assisted solicitations and contracts. The DBE goal for this project will be assessed upon the finalization of the scope of work. The contractor will be required to provide documentation and report the certified DBE's and small business firms participating on the project.

LYNX Finance & Audit Committee Agenda

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$250,000 for the upgrade of the Simulator, which will be used to purchase the new Transit Simulator System. This project will be funded 100% with Federal funds.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.B. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Release an Invitation for Bid (IFB) for Transit Bus Tire Leasing Services

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for transit bus tire leasing services. The contract term shall be for an initial term of three (3) years with two (2) one (1) year options to extend.

BACKGROUND:

On September 28, 2017 the LYNX Board of Directors on Consent Agenda Item #7.B.iv approved the award of Contract #18-C02 to Bridgestone Americas Tire Operations, LLC for a three (3) years with the option for two (2) one (1) year options. The final option year of the contract expires September 30, 2022.

The LYNX Vehicle Maintenance Division maintains a fleet of 298 transit buses, the tires used on the buses are currently leased. It has been LYNX practice to lease tires due to the fact that by leasing tires it results in lower costs per tire mile. Additionally, the costs of procuring and maintaining tire inventory and the tire disposal are avoided.

LYNX has continually monitored the market reviewing benefits of leasing versus buying transit bus tires and it has been proven that leasing produces the greater benefit as shown below.

LYNX Finance & Audit mmittee Agenda

FY21 Tire Lease to Buy Annual Cost Comparison @ 54,000 miles per year					
Tire Size	Total # Tires	Lease Cost per tire mile	Purchase Cost per tire mile	Lease Cost per year	Purchase cost per year
B275/70R22.5	48	\$ 0.006338	\$ 0.01032	\$16,428.10	\$26,751.21
B315/80R22.5	1566	\$ 0.005886	\$ 0.00952	\$497,743.70	\$805,106.09
B305/70R22.5	340	\$ 0.005964	\$ 0.01021	\$109,499.04	\$187,426.50
385/55R22.5	12	\$ 0.019001	\$ 0.01510	\$12,312.65	\$9,787.53
Annual Totals				\$635,983.49	\$1,029,071.33

All labor, equipment and supplies required to maintain the leased tire inventory are also part of the tire leasing services contract.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal is not applicable for this activity.

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$679,971 for transit bus tire leasing services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. i

To: LYNX Finance & Audit Committee

From: Elvis Dovalés
Director Of Maintenance
Elvis Dovalés
(Technical Contact)

Phone: 407.841.2279 ext: 6239

Item Name: Authorization to Negotiate and Award a Contract to Elliott & Company
Turf and Landscaping Services, Inc. for Landscaping Services

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract for an initial three (3) year term with no extension options, to Elliott & Company Turf and Landscaping Services, Inc., for landscaping services for an amount not to exceed \$190,000.

BACKGROUND:

This will be a cooperative purchase agreement off of the State of Florida Department of Management Services (DMS) Contract #70111706-15-ACS for Lawncare Services. The DMS contract is valid through June 30, 2025.

This service is required in order to ensure LYNX complies with City and County ordinances related to landscaping for the purposes of enhancement of the visual and aesthetic appearance of the community. The service also maintains a safe, well-kept natural exterior environment for LYNX's workers, patrons and visitors.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$63,000 for landscaping services.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. ii

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Jeffrey Reine
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Authorization to Negotiate and Award a Contract to Barracuda Building Contractors for the Installation, Repair and Removal of LYNX Transit Shelters and Associated Amenities

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract with Barracuda Building Contractors. for the installation, repair and removal of LYNX transit shelters and associated amenities. The contract will be for three (3) years with two (2) option years. The total cost not to exceed for the first three (3) years is \$3,129,583.

BACKGROUND:

In August 2020, the LYNX Board of Directors granted permission to proceed with a Request for Proposal for the for the installation, repair and removal of LYNX transit shelters and associated amenities.

LYNX has previously awarded a contract for this to Barracuda Building Contractors for a term of two (2) years. The current contract expired in February 2021.

LYNX has approximately 1200 bus shelters installed to date. Based on the annual budget, LYNX strives to install approximately 30 bus shelters per year.

The contract supports a variety of tasks to include, but not be limited to: site demolition and preparation, traffic control, ground work, installation of ADA landing pads, installation of transit shelters and amenities; repairs and removal of shelters and amenities. The contract includes all labor, material, equipment, and suppliers required to provide these services.

LYNX Finance & Audit Committee Agenda

RFP 21-R06 was released on May 24, 2021 and responses due on June 25, 2021. The SEC met on September 24, 2021. However, the initial solicitation was met with a protest that resulted in a rejection of all bids on October 27, 2021.

The subsequent re-bid was released on November 17, 2021. The proposals were due on December 17, 2021. A total of two bids were received:

Barracuda Building Contractors Waypoint Contracting, Inc.

The SEC met on January 19, 2022 to discuss the two (2) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- **Qualification of the Proposer and Staff (45)**
- **Methodology / Approach (25)**
- **Pricing Proposal (30)**

Scoring of the proposals submitted was based on a total possible score of 100 and the lowest ordinal ranking will be recommended for contract approval:

Proposer	Score	Ordinal Ranking
Barracuda Building Corporation, Inc.	297	3
Waypoint Contracting, Inc.	264	6

After discussions on the proposals received from the two (2) firms, the SEC ranked the proposals received. The SEC moved to recommend to the LYNX Board of Directors to award this contract to Barracuda Building Contractors.

The contract will be for three (3) years with two (2) option years. The total cost not to exceed for the first three years (3) is \$3,129,583.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

A DBE participation goal of 13% is accessed for this procurement. LYNX's procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

LYNX Finance & Audit Committee Agenda

FISCAL IMPACT:

The FY2022 Approved Capital Budget includes \$4,320,696 for the installation of new shelters which are 100% Federal Funded. The FY2022 Approved Operating Budget includes \$100,000 for the repair and removal of shelters as needed.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iii

To: LYNX Finance & Audit Committee

From: Craig Bayard
Director Of Information Technology
Jose Felix
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: Authorization to Negotiate and Award a Contract to AT&T Corp. for Cloud-Based Universal Communications as a Service (UCaaS)

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with AT&T Corp. for Cloud-Based Universal Communications as a Service (UCaaS). The recommended term of the agreement will be for a Three (3) year term with two (2) one (1) year renewal options with a not to exceed cost of \$465,647.

BACKGROUND:

At the December 10, 2020, LYNX Board of Director's meeting, staff received authorization to Release a Request for Proposal (RFP) for an Internet Cloud-Based Universal Communications as a Service (UCaaS) solution (contract #21-R24). The RFP was released on July 7, 2021, with responses due on August 16, 2021.

The RFP included required telephony services (traditional phone system PBX functions) including Direct Inward Dialing ("DID"), fax, voicemail, unified inbox, auto-attendant, speed dial, call forwarding, caller ID, call pickup, hunt groups, diverse endpoints (phones, mobile devices, softphones) and audio/video conferencing.

The SEC public meeting was held on December 16, 2021, with the following results:

Proposer	Total Score	Ordinal Ranking
AT&T Corp.	435	7
ConvergeOne	426.092	8
NWN	345.29	15

LYNX Finance & Audit mmittee Agenda

It was the recommendation of the SEC to shortlist the following proposers and to eliminate the other firm from consideration. The SEC also requested demonstrations and answers to written questions given to both short listed proposers.

Proposer	Total Score	Ordinal Ranking
AT&T Corp.	435	7
ConvergeOne	426.092	8

The SEC received demonstrations from the short-listed proposers and held final scoring on January 26, 2022. The following is the ordinal racking from the SEC after reviewing the written answers and virtual demonstrations from the proposers. The SEC recommends that LYNX proceeds with contracting with AT&T Corp.

Proposer	Ordinal Ranking
AT&T Corp.	5
ConvergeOne	10

Cost for the services that was submitted by the vendor was \$320,519.00 for the initial three (3) year term, \$72,546.00 for option year 1, and \$72,564.00 for option year 2.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

FISCAL IMPACT:

The FY2022 Approved Operating Budget includes \$101,040 for Cloud-Based Universal Communications as a Service (UCaaS).

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.C. iv

To: LYNX Finance & Audit Committee

From: **Craig Bayard**
Director Of Information Technology
Jose Felix
(Technical Contact)

Phone: 407.841.2279 ext: 6008

Item Name: **Authorization to Negotiate and Award a Contract to AT&T Corp. for Internet Cloud-Based Contact Center as a Service (CCaaS)**

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute a contract with AT&T Corp. for Internet Cloud-Based Contact Center as a Service (CCaaS). The recommended term of the agreement will be for a Three (3) year term with two (2) one (1) year renewal options with a not to exceed cost of \$572,546.

BACKGROUND:

At the December 10, 2020, LYNX Board of Director's meeting, staff received authorization to issue a Request for Proposal (RFP) for Internet Cloud-Based Contact Center as a Service (CCaaS). The proposal for Internet Cloud-Based Contact Center as a Service (CCaaS) (contract #21-R23) was released on June 18, 2021, with responses due on August 3, 2021.

LYNX's current phone system was installed in 2003 with three upgrades since then. The last was in 2013. The current phone system hardware and software have reached their end of life and are entering into the manufacturer's extended support maintenance. Updating or upgrading the current phone system will not gain the benefits that are required for today's business model without substantial capital and operating expenditure.

The implementation of the Internet cloud-based Contact Center service will augment customer communication with LYNX Mobility Service Representatives by using different methods of communication including voice calls, SMS messaging, and web-based chat.

Providing this level of technology in support of the customer experience is critical to reliability, safety and support of cost-effective public transit and paratransit services in our region. As such,

LYNX Finance & Audit mmittee Agenda

we have embarked on a digital transformation to update the way we interact with passengers by moving to the new generation of contact center technology. This change in platform supports the needs of our passengers by providing a fully integrated customer experience.

The SEC public meeting was held on December 12, 2020, with the following results:

Proposer	Total Score	Ordinal Ranking
Connex Services US Inc.	488	11
AT&T Corp.	471	14
Enghouse Transportation	455	15
TTEC Digital, LLC	389	28
Granite Telecommunications	351	32
ConvergeOne	368	33
NWN	359	35

It was the recommendation of the SEC to shortlist the following proposers and to eliminate the other firms from consideration. The SEC also requested demonstrations and answers to written questions given to all three short listed proposers.

Proposer	Total Score	Ordinal Ranking
Connex Services US Inc.	488	11
AT&T Corp.	471	14
Enghouse Transportation	455	15

The SEC received demonstrations from the three short listed proposers and held final scoring on January 13, 2022. The following is the ordinal racking from the SEC after reviewing the written answers and virtual demonstrations from the proposers. The SEC recommends that LYNX proceeds with contracting with AT&T Corp.

Proposer	Ordinal Ranking
AT&T Corp.	6
Connex Services US Inc.	13
Enghouse Transportation	17

Cost for the services that was submitted by the vendor was \$367,508.00 for the initial three (3) year term, \$100,508.00 for option year 1, and \$104,529.60 for option year 2.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

LYNX Finance & Audit mmittee Agenda

FISCAL IMPACT:

The FY2022 Approved Operating budget includes \$115,000 for Internet Cloud-Based Contact Center as a Service.

LYNX Finance & Audit Committee Agenda

Consent Agenda Item #5.D. i

To: LYNX Finance & Audit Committee

From: **Michelle Daley**
Director Of Finance
Warren Hersh
(Technical Contact)
Edward Velez
(Technical Contact)

Phone: 407.841.2279 ext: 6014

Item Name: Authorization to Transfer Two (2) Ticket Vending Machines to Southeastern Pennsylvania Transportation Authority

Date: 2/17/2022

ACTION REQUESTED:

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and execute the transfer of two (2) ticket vending machines and associated components to Southeastern Pennsylvania Transportation Authority.

BACKGROUND:

At the October 10, 2011 LYNX Board of Directors meeting, the Chief Executive Officer (CEO) was authorized to enter into an Interlocal Agreement with the Florida Department of Transportation (FDOT) to perform a joint procurement of ticket vending machines with FDOT, LYNX and VOTRAN. These ticket vending machines would sell fare media for use on services offered by the three entities. Authorization was provided by the Board of Directors at its August 9, 2012 meeting for the CEO to negotiate and award a contract for ticket vending machines to Affiliated Computer Services, Inc. (ACS).

LYNX procured two ticket vending machines using Federal Transit Administration (FTA) funding which were installed in the passenger lobby at LYNX Central Station. The development of the software to operate the vending machines was delayed during development by the vendor. This has resulted in LYNX not being able to put the vending machines into revenue service to date.

The Southeastern Pennsylvania Transportation Authority has expressed an interest in receiving the two ticket vending machines for their agency. The transfer of the two ticket vending machines will require Federal Transit Administration (FTA) approval in order to waive or

LYNX Finance & Audit Committee Agenda

transfer any outstanding obligation associated with the equipment and their related components which is currently valued at \$70,790. LYNX staff will continue to work with Southeastern Pennsylvania Transportation Authority and/or with other agencies to facilitate the transfer of the two ticket vending machines.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:

No DBE participation goal is applicable for this activity.

FISCAL IMPACT:

The net book value of the two (2) ticket vending machines and components is \$70,790. The potential FTA obligation is \$70,790.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.A.

To: LYNX Finance & Audit Committee

From: **Leonard Antmann**
Chief Financial Officer
Michelle Daley
(Technical Contact)
Scott Borrer
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: FY2021 Preliminary Financial Results

Date: 2/17/2022

LYNX staff will present the FY2021 Preliminary Financial Results.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.B.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)
Scott Borrer
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: FY2021 Preliminary Reserve Analysis

Date: 2/17/2022

LYNX staff will present the FY2021 Preliminary Reserve Analysis.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.C.

To: LYNX Finance & Audit Committee

From: **Leonard Antmann**
Chief Financial Officer
Michelle Daley
(Technical Contact)
Scott Borrer
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: FY2022 1st Quarter Results

Date: 2/17/2022

LYNX staff will present the FY2022 1st Quarter results.

LYNX Finance & Audit Committee Agenda

Discussion Item #6.D.

To: LYNX Finance & Audit Committee

From: **Leonard Antmann**
Chief Financial Officer
Michelle Daley
(Technical Contact)
Scott Borrer
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: FY2023 Budget Assumptions

Date: 2/17/2022

LYNX staff will present the FY2023 Budget Assumptions.

LYNX Finance & Audit Committee Agenda

Action Agenda Item #7.A.

To: LYNX Finance & Audit Committee

From: Leonard Antmann
Chief Financial Officer
Michelle Daley
(Technical Contact)

Phone: 407.841.2279 ext: 6125

Item Name: Election of the 2022 Finance and Audit Committee Officers

Date: 2/17/2022

ACTION REQUESTED:

Per Administrative Rule 2.12.2, E, the Finance and Audit Committee shall annually elect from its members a Chairperson and Vice Chairperson.

General Counsel will guide the Finance and Audit Committee in the election of officers for the upcoming year.