

Metrorail Safety Commission
April 24, 2018

Agenda Item # 3 – Informational

Staff Report

Background Updates and reports on ongoing activities following the April 10, 2018 Metrorail Safety Commission Board Meeting.

Issues None

Staff
Recommendation Receive staff report

Metrorail Safety Commission

MEMORANDUM

To: Nicholas Ramfos, MWCOG
From: Nate Solloway, Raffa
Date: April 18, 2018
RE: MSC IT Status

Below are activities that have been performed over the past two weeks for the Metrorail Safety Commission:

- The Metrorail Safety Commission has established permanent email hosting with O365 GovCloud.
- A generic MSC email address has been created.
- AN MSC SharePoint site has being configured as the Document Management System with initial setup completed this week.
- Resources have been allocated for the web server with an expectation of the MSC website to be in place by Friday.

Metrorail Safety Commission

MEMORANDUM

To: Metrorail Safety Commission Board
From: Nicholas Ramfos, COG
Date: April 24, 2018
RE: MSC Office Space and Furniture Status

The office space for the MSC located at 777 North Capitol Street has been secured (Suites 401 and 402) and work has commenced on the following items:

- Carpet and paint selection
- Development of an RFP for office space design and furniture lease
 - COG staff is also investigating the use of a Cooperative Purchasing program vendor through a competitive bid conducted through the Mid Atlantic Purchasing Team (MAPT) partnership under a Howard County contract. This may allow COG to obtain MSC office space design services along with the option to buy furniture at a deeply discounted rate based on contract prices or perhaps lease the furniture.
 - Another option being investigated is the use of surplus furniture either through the federal government or through other building tenants (including COG) that are currently remodeling their respective office spaces.

It is anticipated that a decision will be made on this over the course of the next week or so in order that the office space is suitable for MSC employee use by late May to early June 2018.