

**BART Agreement Number: 6M8146**

**Approval Date: 12/19/22**

**Work Plan No. A.14-01 Core Capacity - Executive Administrator**

**Scope:**

Provide an executive assistant to Assistant Chief of the District's Core Capacity Program. Examples of duties for this position include, but are not limited to, the following:

1. Prioritize Assistant Chief of Core Capacity availability and maintains her schedule.
2. Route documents and ensure response from Assistant Chief is received when needed.
3. Assist in preparation of presentations which Assistant Chief will provide to BART management or the public.
4. Keeps Assistant Chief current regarding all Program Issues and assembles key program stakeholders when needed to resolve.
5. Records minutes for key meetings at request of Assistant Chief.

**Prime: Parsons Transportation Group**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
360 Total Concept, Inc.	\$ 405,295	Y	Y

**Total Work Plan Value: \$ 428,457**