

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-79

Contract Amendment with Integrated Business Systems

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/5/04	Discussion/Possible Action to Recommend Board Approval	Hugh Simpson, CFO Kevin Crawford, IT Manager	(206) 398-5440 (206) 398-5137
Board	8/12/04	Action		

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Interlocal Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

ACTION

Authorize the Chief Executive Officer to execute an amendment to an existing sole source contract with Integrated Business Solutions to continue upgrading the Agency Forecasting Tool software in the amount of \$89,000, for a new total authorized contract amount not to exceed \$188,000.

KEY FEATURES

- The Agency Forecasting Tool was designed to produce more detailed budget/project forecasting models for internal and external reporting not available in current tools, and to replace manual processes. The application software was originally designed and implemented for Regional Express.
- The application has now been approved for agency-wide use and will be supported by Sound Transit's Information Technology Division.
- The tool requires several upgrades to increase functionality and to provide required elements for Sounder.
- The contract includes required training for both end-users and technical support staff.
- Projected life of the product is throughout the life of the agency projects.
- Ongoing operations and maintenance costs are minimal.

BUDGET IMPACT SUMMARY

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

BUDGET DISCUSSION

This proposed action was not included as a specific line item in the Capital Projects budget, however, the agency administration phase contains adequate budget to fund this action. The costs will be allocated among all active capital projects for Sounder and Regional Express. The

budget table shown below reflects the combined budget for Sounder and Regional Express capital projects. Note that only the spending plan amount for 2004 is shown and the proposed upgrade to the forecasting tool will be completed in 2004. The combined lifetime budget for agency administration is \$102 million for Sounder and Regional Express.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

The proposed action is achievable within the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

BUDGET TABLE

Action Item: Upgrade to Forecasting Software Tool - Sole Source Procurement, (\$s in thousands)

	2004 Adopted Annual Budget (A)	Committed To Date (B)	This Action (C)	Total Committed & Action (D)	Uncommitted (Shortfall) (E)
No Phase / Layover	-	(10,583)	-	(10,583)	10,583
Agency Administration	\$ 13,212	\$ 7,037	\$ 89	\$ 7,126	\$ 6,086
Preliminary Engineering	9,472	10,735	-	10,735	(1,263)
Final Design	23,269	2,849	-	2,849	20,420
Right of Way	114,573	4,604	-	4,604	109,969
Construction	163,267	47,269	-	47,269	115,998
Vehicles	23,776	3,581	-	3,581	20,196
Contingency	2,637	-	-	-	2,637
Total Current Budget	\$ 350,206	\$ 65,492	\$ 89	\$ 65,581	\$ 284,625

Phase Budget Detail - Agency Administration

Forecasting software tool	\$ -	\$ 39	\$ 89	\$ 128	\$ (128)
Agency Administration	13,212	6,998	-	7,126	6,086
Total Phase	\$ 13,212	\$ 7,037	\$ 89	\$ 7,254	\$ 5,958

Contract Budget	Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Proposed Total Contract Value (I)
Base Contract	\$ 86	\$ 39	\$ 77	\$ 163
ST Contingency	\$ 13		\$ 12	25
Total	\$ 99	\$ 39	\$ 89	\$ 188
Percent Contingency	0%		15%	15%

Budget Shortfall

Level	Shortfall Amt (J)	Potential Funds (K)	Funding Source (L)
N/A	N/A	N/A	

Notes:

- (A) Budget amounts reflect the 2004 annual slice only, for Sounder and REX combined.
- (B) Committed to-date amount includes actual outlays and commitments for the period Jan 1, 2004 through June 30, 2004.
- (C) Contract spent-to-date amount is through July 23, 2004.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Integrated Business Solutions is a small business enterprise and will be doing 100% of the contract work.

HISTORY OF PROJECT

The tool was originally designed and implemented for Regional Express to meet a forecasting need for projects, to produce more detailed budget/project forecasting models for internal and external reporting not available in current tools, and to replace manual processes that were taking up to 20 hours per project per month. Following a competitive procurement process, the contract was awarded to Integrated Business Systems.

Through the internal information technology oversight group, known as the Executive Steering Committee (ESC), the application was approved for agency-wide use and support was moved to the Information Technology Division in March 2004. The application requires several upgrades to increase functionality and to provide required elements for Sounder. The upgrades were approved by the ESC in May 2004. Regional Express and Sounder will fund the project jointly.

CONSEQUENCES OF DELAY

Continue to use "as is," which would preclude Sounder usage.

REGIONAL PARTNERSHIP AND COOPERATION

Not applicable to this action.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

MMB 7/23/04

SOUND TRANSIT

MOTION NO. M2004-79

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute an amendment to an existing sole source contract with Integrated Business Solutions to continue upgrading the Agency Forecasting Tool software in the amount of \$89,000, for a new total authorized contract amount not to exceed \$188,000.

Background:

The tool was originally designed and implemented for Regional Express to meet a forecasting need for projects, to produce more detailed budget/project forecasting models for internal and external reporting not available in current tools, and to replace manual processes that were taking up to 20 hours per project per month. Following a competitive procurement process, the contract was awarded to Integrated Business Systems.

Through the internal IT oversight group, known as the Executive Steering Committee (ESC), the application was approved for agency-wide use and support was moved to the Information Technology Division in March 2004. The application requires several upgrades to increase functionality and to provide required elements for Sounder. The upgrades were approved by the ESC in May 2004. Regional Express and Sounder will fund the project jointly.


The contract includes required training for both end-users and technical support staff. The projected life of the application is throughout the life of the agency projects. Ongoing operations and maintenance costs are minimal.

Motion:

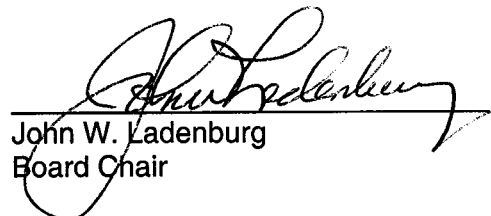
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer be authorized to execute an amendment to an existing sole source contract with Integrated Business Solutions to continue upgrading the Agency Forecasting Tool software in the amount of \$89,000, for a new total authorized contract amount not to exceed \$188,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 12, 2004.

ATTEST:



Marcia Walker
Board Administrator


John W. Ladenburg
Board Chair