

MOTION NO. M2012-59
Contract for Agency Budgeting System

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	09/06/12	Final Action	Brian McCartan, Executive Director Finance & Information Technology Pete Rogness, Director, Budget and Financial Planning	206-398-5000 206-398-5102

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Questica, Inc., to procure, implement, and provide five year licensing for a budgeting system in the amount of \$834,206, with a 10% contingency of \$83,421, for a total authorized contract amount not to exceed \$917,627.

KEY FEATURES

- Questica, Inc., will provide a new budget development and reporting system for Sound Transit and five years of licensing.
- Sound Transit currently uses multiple tools to develop and report budgets, such as spreadsheets and staff-developed databases that do not interact together seamlessly. The current budget tools require manual reconciliation, consolidation and the use of multiple systems to report Sound Transit budgets.
- The new system will improve budgeting efficiency by automating data collection and standardizing the budget processes. It will allow Sound Transit to centralize budget data to improve data access and analysis, and allow users to quickly create consistent and consolidated reports using a common level of detail.
- The contact amount includes installation of Questica, Inc.'s TeamBudget budgeting system, five years of product licensing, and training for Sound Transit staff.
- After five years, procurements for additional licensing and annual software maintenance are expected to be awarded on a proprietary basis, because the software application is proprietary and available only through Questica, Inc.

PROJECT DESCRIPTION

The Information Technology Program provides budget for the costs of agency wide computer, software and other information technology capital projects.

FISCAL INFORMATION

Current Year Budget	Adopted 2012 Budget	Spent to date in 2012	Contract Expenditures 2012	Remaining 2012 Budget
IT Capital	4,009	1,140		2,869.00
IT Capital Budget System	440	-	346	94
Total Account Category	4,449	-	346	2,963

Contract Spending Plan	Prior Year(s) Spending	2012 Spending	Future Expenditures	Total
Questica	-	346	571	917

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Questica	-	-	834	834
Contingency	-	-	83	83
Total	-	-	917	917
Percent Contingency	-	-	10%	10%

SMALL BUSINESS PARTICIPATION

This procurement does not lend itself to subcontracting and consequently no small business goal or commitment is applicable.

Sound Transit Goal: 0%
Commitment: 0%

EQUAL EMPLOYMENT WORKFORCE PROFILE

20 employees; 20% women; 20% minorities.

BACKGROUND

Sound Transit issued an RFP on March 29, 2012 to procure a single budgeting system to develop and report on all agency budgets, including capital projects, transit operations and administrative budgets. Sound Transit received fifteen proposals. The proposal submitted by Questica Inc., was determined to be the response that best meets the criteria set forth in the solicitation document.

ENVIRONMENTAL COMPLIANCE

JI 8/24/2012

TIME CONSTRAINTS

A one month delay would not create a significant impact to the project schedule.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 8/30/12

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Questica, Inc., to procure, implement, and provide five year licensing for a budgeting system in the amount of \$834,206, with a 10% contingency of \$83,421, for a total authorized contract amount not to exceed \$917,627.

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Questica, Inc., will provide a new budget development and reporting system for Sound Transit and five years of licensing. The new system will improve budgeting efficiency by automating data collection and standardizing the budget processes. It will allow Sound Transit to centralize budget data to improve data access and analysis, and allow users to quickly create consistent and consolidated reports using a common level of detail. The contract amount includes installation of Questica, Inc.'s TeamBudget budgeting system, five years of product licensing, and training for Sound Transit staff.

After five years, procurements for additional licensing and annual software maintenance are expected to be awarded on a proprietary basis, because the software application is proprietary and available only through Questica, Inc.

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MOTION:


It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Questica, Inc., to procure, implement, and provide five year licensing for a budgeting system in the amount of \$834,206, with a 10% contingency of \$83,421, for a total authorized contract amount not to exceed \$917,627.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 6, 2012.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator