

**MOTION NO. M2013-12**

**Contract for Records Management Consultation Services**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>	<b>PHONE:</b>
Operations and Administration Committee	03/07/2013	Final Action	Brian McCartan, Executive Director FIT <b>Karen Hughes, Records Manager</b>	206-398-5015 206-903-7468

**PROPOSED ACTION**

Authorizes the chief executive officer to (1) execute contracts with Fortenberry & Associates, Inc., Celerity Consulting Group, Inc., OTB Solutions Group, LLC, and Slalom, LLC to provide records management consultation services for records management development and implementation assignments in an aggregate amount not to exceed \$1,500,000, having initial terms of one year with four one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$1,500,000.

**KEY FEATURES SUMMARY**

- This action provides consultant resources for implementation of an enterprise records management program.
- The firms will provide services to develop a records management plan including:
  - Retention schedule review and analysis; Records Management policies and procedure development; and other program material.
  - Planning, designing and implementing records management projects, and providing training for agency staff to use the solutions created in the projects.
  - Clean-up and elimination of duplicate records that exist in different areas of the Agency; and
  - Roll-out of new SharePoint functionality and features.
- Sound Transit has selected four vendors to provide records management consultation services and SharePoint technical skills for the agency.
- The requested funds will be allocated as necessary to the vendors through the use of task orders. The requested funds cover the initial terms and four option years.

**BACKGROUND**

As a public entity, Sound Transit is required to govern records in a structured, managed approach that meets business requirements and complies with Washington RCW 40.14.

In 2009, the agency completed an assessment of the current records management program and developed a strategic plan to improve and strengthen the agency’s record management program, particularly for electronic records. The agency hired a Records Manager in 2010 to implement the strategic plan.

In November 2012, the agency issued a RFP for consulting services to assist in the development and implementation of the updated records management system. 12 firms responded and four firms—Fortenberry & Associates, Celerity Consulting Group, OTB Solutions Group and Slalom—were selected as the best value.

The records management program will utilize the document and records management functionality and new features of SharePoint 2010 as the agency's primary records management system. Under the new program, electronic records will be tracked and filed electronically, marked with "metadata" or key information about the record that will allow for improved search capability and the ability to automatically retain records consistently to meet business and state requirements. The records management program will be completed over a longer time period, the initial phase will be implemented within three to five years.

Work under the contracts will be authorized through task orders issued by Sound Transit. Each task order will have a defined scope of work and/or deliverables requirements. The firms will compete for the award of task orders. Having a contract with multiple vendors allows Sound Transit to address timing, firm resource availability, multiple simultaneous tasks, and demands for work. The aggregate amount of \$1,500,000 covers the initial phase of the records management program.

## FISCAL IMPACT

Expenses associated with this contract will come from the Finance and Information Technology staff budget, under Consultant/Management Services. The services described in the proposed action would be assigned on a task order basis after available budget is verified. 2013 spending is estimated at \$150,000. Funding beyond 2013 will be included in subsequent annual budgets.

### Budget Table (\$000s)

Current Year Budget		Adopted 2013 Budget	Spent to Date in 2013	Remaining 2013 Budget
Consultant/Management Services	-	1,066	17	1,049
<b>Services Total</b>	-	<b>\$7,527</b>	<b>716</b>	<b>\$6,811</b>

Contract Spending Plan	Prior Year Spending	2013 Spending	Future Expenditures	Total
Records Management Consulting Services	-	\$150	1,350	\$1,500

Contract Budget	Contract Approved Contract Value	Spent To Date	Proposed Action	Proposed Total Contract Value
Records Management Consulting Services	-	-	1,500	1,500
Contingency	-	-	0	0
<b>Total</b>	-	-	<b>\$1,500</b>	<b>\$1,500</b>
% Contingency	-	-	<b>0%</b>	<b>0%</b>

#### Notes

Budget for this line item is located on page 77 of the Proposed 2013 Budget book. Year to date spending reflects expenses thru 1/31/2013.

## SMALL BUSINESS PARTICIPATION

Although there was no Small Business Participation goal for this contract, three of the four vendors selected (Celerity Consulting Group, Fortenberry & Associates, and OTB Solutions) are Small Businesses, and Celerity Consulting Group is a DBE firm.

## **EQUAL EMPLOYMENT WORKFORCE PROFILE**

Fortenberry & Associates: 1 employee; 100% woman; 0% minorities  
Slalom Consulting: 2097 employees; 35% women; 25% minorities  
OTB Solutions Group: 18 employees; 28% women; 17% minorities  
Celerity Consulting Group: 146 employees; 38% women; 45% minorities

## **PUBLIC INVOLVEMENT**

Not applicable to this action.

## **TIME CONSTRAINTS**

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

## **ENVIRONMENTAL REVIEW**

Jl 3/4/13

## **LEGAL REVIEW**

JW 3/4/13

## **MOTION NO. M2013-12**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to (1) execute contracts with Fortenberry & Associates, Inc., Celerity Consulting Group, Inc., OTB Solutions Group, LLC, and Slalom, LLC to provide records management consultation services for records management development and implementation assignments in an aggregate amount not to exceed \$1,500,000, having initial terms of one year with four one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$1,500,000.

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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 (1) execute contracts with Fortenberry & Associates, Inc., Celerity Consulting Group, Inc., OTB Solutions Group, LLC, and Slalom, LLC to provide records management consultation services for records management development and implementation assignments in an aggregate amount not to exceed \$1,500,000, having initial terms of one year with four one-year options to extend, and (2) execute individual contracts that exceed \$200,000, provided the aggregate amount does not exceed \$1,500,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 7, 2013.



Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



Marcia Walker  
Board Administrator