

MOTION NO. M2014-69

Contract Amendment for IT On-Call Project Manager Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	10/02/2014	Final Action	Brian McCartan, Executive Director of Finance and Information Technology Chris Ampongan, Manager, Information Technology-Project Management Office

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Estrada Consulting, Inc., to provide information technology project management services in the amount of \$80,000, for a new total authorized contract amount not to exceed \$270,000.

KEY FEATURES SUMMARY

- Sound Transit entered into a contract with Estrada Consulting, Inc. in February 2014 to provide on-call information technology (IT) project management services to augment current project manager resources within Sound Transit.
- The Sound Transit IT Project Management Office is working on a large number of IT projects for 2014 and 2015 while it is struggling with a 20% vacancy rate that is a result of a competitive IT market with very low unemployment.
- The combination of the large number of projects and IT staff vacancies necessitates a longer than anticipated use of on-call project management services. This action seeks to fund the increased need for project management services until the end of the contract term in June 30, 2015.
- The original contract is a piggy-back contract with the Washington State Department of Information Services that was executed under the CEO's authority.

BACKGROUND

Sound Transit has a Technology Governance Team that approves Sound Transit's IT business plan and tracks and oversees technology projects. The Technology Governance Team (TGT) is composed of Executive Directors from throughout the agency to represent Sound Transit business needs. The IT Project Management Office organizes, mobilizes, and coordinates work necessary to deliver projects approved by the TGT. These management efforts span across all functional groups within the agency as needed to deliver projects.

At the beginning of 2014, IT had a large backlog of pending projects and new projects for 2015 will require additional project management resources. The project manager to project ratio was 1:6 in the first quarter of 2014 and is projected to be 1:8 in 2015.

The following are examples of projects that will need project management support in 2014 and 2015:

- Mobile Ticketing – Partnership with transit partner agencies to develop a mobile ticketing project that enables riders to pay fares with their smart phones
- Parking Pilot – Pilot project to monitor parking frequency/volume that can be used to determine future parking designs for Sound Transit
- Transit Scheduling – Procure and implement improved scheduling software for busses

Estrada Consulting was engaged in February 2014 to assist with project management for Sound Transit IT projects. The contract scope of work includes project planning, scope development, requirements definitions, project metrics, and providing subject matter expertise.

The amount originally established for the contract was based on utilizing services at a lower level than current needs. In the third quarter of 2014, Sound Transit has experienced an increase in project activity and would like to continue using the contract for project management services to complete planned projects, while managing vacancies and gaps in subject matter expertise in the IT division. This action seeks to add \$80,000 to the contract with Estrada Consulting, Inc., to fund the increased need for on-call project management services through June 30, 2015.

FISCAL INFORMATION

The proposed action will be funded from the Finance and Information Technology (FIT) services budget. The FIT budget of \$26,872,000 includes \$8,252,000 for services and within that amount \$1,123,000 is specifically budgeted for consultant services. As of August 31, 2014 \$3,169,449 of the services budget has been spent and within that amount \$840,998 in consultant services has been spent. There is capacity within the 2014 budget to accommodate the estimated \$80,000 in 2014 future spending. An estimated \$100,000 of this contract is proposed to be spent in 2015 and the 2015 proposed budget will include necessary funding.

Current Year Budget	Adopted 2014 Budget	Spent to date in 2014	Future 2014 Contract Expenditures	Remaining 2014 Budget
Finance and Information Technology Services				-
Consulting/Management Services	1,123	840	80	203
Services Total	8,252	3,169	80	5,003

Contract Spending Plan	2014 YTD Spending	2014 Future Spending	2015 Proposed Spending	Total
Estrada Consulting Inc.,	90	80	100	270

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Estrada Consulting Inc.,	190	90	80	270
Contingency	-	-	-	-
Total	190	90	80	270
Percent Contingency	0%	0%	0%	0%

Notes:

Budget for this item is located on page 86 of the Adopted 2014 Budget, under the "Services". Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru August 31, 2014.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, so Small Business/DBE goals were not established or required.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

This action is being requested to assist Sound Transit IT Project Managers with 2014 projects because of the high project manager to project ratio. This will allow Sound Transit to be better positioned to meet project management needs for 2015 projects.

PRIOR BOARD/COMMITTEE ACTIONS

None.

ENVIRONMENTAL REVIEW

JI 9/22/2014

LEGAL REVIEW

JW 9/24/2014

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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 amendment with Estrada Consulting, Inc., to provide information technology project management services in the amount of \$80,000, for a new total authorized contract amount not to exceed \$270,000.

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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 execute a contract amendment with Estrada Consulting, Inc., to provide information technology project management services in the amount of \$80,000, for a new total authorized contract amount not to exceed \$270,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 2, 2014.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator