

MOTION NO. M2015-10

**Agency Systems Disaster recovery program development contract award**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations Committee	02/05/2015	Final Action	Brian McCartan, Executive Director of Finance and IT <b>Jason Weiss, Chief Information Officer</b> Carol Thompson, Director, IT Operations

PROPOSED ACTION

Authorizes the chief executive officer to execute a one year contract with two one-year options with LBL Technology Partners a division of Lurie Besikof Lapidus & Company LLP to provide disaster recovery program development services for the Sound Transit Disaster Recovery project for a total authorized contract amount not to exceed \$602,726.

KEY FEATURES SUMMARY

- This contract will develop and establish an updated disaster recovery plan for IT supported Agency software, hardware and related infrastructure, including Sound Transit’s Supervisory Control and Data Acquisition (SCADA) systems.
- The current Sound Transit disaster plan for Agency systems has not been updated to include systems implemented by Sound Transit since the development of the current plan seven years ago.
- The disaster recovery plan will identify priority systems and establish a protocol for reestablishing systems following an outage.
- LBL Technology Partners will conduct a business impact analysis, a risk analysis and develop recovery objectives in order to develop a plan that meets the Agency’s needs. The plan will inform future IT investment strategies and integrate with other Agency emergency plans, including the Continuity of Operations Plan (COOP) for facilities and transit services.
- The amount requested is sufficient to cover the one year term and two one-year options.

BACKGROUND

Sound Transit’s software systems and infrastructure support the administrative work of the agency, systems used by employees, transit riders and management systems including SCADA. The Disaster Recovery project seeks to develop an updated plan to restore services after full or partial outages of Agency systems that may be caused by acts of nature or through cyberattacks. Disaster Recovery planning assures recovery of the most critical applications in accordance with the Agency COOP to manage facility and service needs during or following an emergency.

On November 4, 2014, a Request for Proposals was issued for Disaster Recovering Services. Four proposals were received and evaluated. At the conclusion of the evaluation, LBL Technology Partners was the firm that best met the evaluation criteria, offered the best value and is in the best interest of Sound Transit.

Under this contract, LBL Technology Partners will conduct a risk analysis to assess the probability and impact of different disaster events. A business impact analysis will be conducted that will look at the business needs for each agency system to develop priorities. Based on a business impact analysis and risk analysis conducted by the contractor, recovery objectives will be developed to dictate the priorities and steps for system recovery following an outage. The contractor will also

develop documentation to help Sound Transit restore systems after an outage. The finished plan will include all IT-supported agency systems and will be more robust than the current plan.

Following completion of the disaster recovery plan, Sound Transit plans to use agency resources to continue updating the plan bi-annually, or whenever new agency-wide software systems are added in order to keep the system up to date.

**FISCAL INFORMATION**

The proposed action will be funded from the Finance and Information Technology (FIT) services budget. The FIT budget of \$27,050,000 includes \$9,192,000 for services and within that amount \$1,465,000 is specifically budgeted for Consultant/Management services. Funding for this action is included within the \$1,465,000 and for 2015 that amount is \$200,850.

This action is within the amount of the 2015 budget with options to extend the contract for two subsequent years. Budget for future years will be requested in future budgets.

<b>Current Year Budget</b>	<b>Adopted 2015 Budget</b>	<b>Spent to date in 2015</b>	<b>Future 2015 Contract Expenditures</b>	<b>Remaining 2015 Budget</b>
<b>Finance and Information Technology Services</b>				-
<b>Consulting/Management Services</b>	1,465	15	201	1,249
<b>Services Total</b>	<b>9,192</b>	<b>58</b>	<b>201</b>	<b>8,933</b>

<b>Contract Spending Plan</b>	<b>2015 YTD Spending</b>	<b>2015 Future Spending</b>	<b>Future Proposed Spending</b>	<b>Total</b>
<b>LBL Technologies</b>	-	201	402	603

<b>Contract Budget</b>	<b>Current Approved Contract Value</b>	<b>Spent to Date</b>	<b>Proposed Action</b>	<b>Proposed Total Contract Value</b>
<b>LBL Technologies</b>	-	-	603	603
<b>Contingency</b>	-	-	-	-
<b>Total</b>	-	-	603	603
<b>Percent Contingency</b>	-	-	0%	0%

**Notes:**

Budget for this item is located on page 87 of the 2015 Proposed Budget, under the "Services" category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru January 8, 2015.

**TIME CONSTRAINTS**

A one month delay would not have a significant impact on this action. Execution of this contract will allow Sound Transit to begin needed updates to the current disaster recovery plan for Information Technology systems.

**ENVIRONMENTAL REVIEW**

JI 1/22/2015

**LEGAL REVIEW**

LA 30 Jan 15

## **MOTION NO. M2015-10**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one year contract with two one-year options with LBL Technology Partners a division of Lurie Besikof Lapidus & Company LLP to provide disaster recovery program development services for the Sound Transit Disaster Recovery project for a total authorized contract amount not to exceed \$602,726.

### **BACKGROUND:**

Sound Transit's software systems and infrastructure support the administrative work of the agency, systems used by employees, transit riders and management systems including SCADA. The Disaster Recovery project seeks to develop an updated plan to restore services after full or partial outages of Agency systems that may be caused by acts of nature or through cyberattacks. Disaster Recovery planning assures recovery of the most critical applications in accordance with the Agency COOP to manage facility and service needs during or following an emergency. The current Sound Transit disaster plan for Agency systems has not been updated to include systems implemented by Sound Transit since the development of the current plan seven years ago.

On November 4, 2014, a Request for Proposals was issued for Disaster Recovering Services. Four proposals were received and evaluated. At the conclusion of the evaluation, LBL Technology Partners was the firm that best met the evaluation criteria, offered the best value and is in the best interest of Sound Transit.

Under this contract, LBL Technology Partners will conduct a risk analysis to assess the probability and impact of different disaster events. A business impact analysis will be conducted that will look at the business needs for each agency system to develop priorities. Based on a business impact analysis and risk analysis conducted by the contractor, recovery objectives will be developed to dictate the priorities and steps for system recovery following an outage. The contractor will also develop documentation to help Sound Transit restore systems after an outage. The finished plan will include all IT-supported agency systems and will be more robust than the current plan.

Following completion of the disaster recovery plan, Sound Transit plans to use agency resources to continue updating the plan bi-annually, or whenever new agency-wide software systems are added in order to keep the system up to date.

**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 one year contract with two one-year options with LBL Technology Partners a division of Lurie Besikof Lapidus & Company LLP to provide disaster recovery program development services for the Sound Transit Disaster Recovery project for a total authorized contract amount not to exceed \$602,726.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 5, 2015.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Acting Board Administrator