

MOTION NO. M2016-110

**Contract for Citizen Oversight Panel Administrator**

| MEETING:                                | DATE:      | TYPE OF ACTION: | STAFF CONTACT:                                  |
|---|------------|-----------------|---|
| Operations and Administration Committee | 11/03/2016 | Final Action    | <b>Kathy Albert, Strategic Business Officer</b> |

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options with Shelly Brown Associates to provide administrator services for the Citizen Oversight Panel for a total authorized contract amount not to exceed \$345,000.

KEY FEATURES SUMMARY

- This action would provide independent administrator services for the Citizen Oversight Panel (COP).
- The COP administrator’s duties include:
  - Support and coordination with COP members and Sound Transit staff.
  - Assistance to the COP chair in staffing and facilitating meetings, developing agendas, work programs and processes, and preparing meeting summaries.
  - Research, analysis, and development of issues identified by the COP for meetings.
  - Drafting and revising evaluation reports, correspondence, and other written materials.
  - Attending COP presentations at Sound Transit Board meetings, committees and public groups, and participating in the presentations, as needed.
- The contract provides for a one-year term with four additional one-year options to extend. The requested amount is sufficient to cover all five years of the contract.

BACKGROUND

The Citizen Oversight Panel’s (COP) mission as an independent body is to review and provide a “report card” and recommendations to the Sound Transit Board regarding the agency’s progress toward fulfilling its commitments to the public.

Sound Transit contracts with an administrator to serve as an independent staff person to the COP. The administrator works in close coordination with the COP Chair and Vice Chair and with Sound Transit staff. Having an independent staff person allows the COP to maintain their independent review of the agency’s performance.

The contract is the result of a competitive Request for Proposals, which was advertised in August 2016. One proposal was received. Following an evaluation, Shelly Brown Associates was selected as the firm offering the best value to Sound Transit.

FISCAL INFORMATION

This contract with Shelly Brown Associates will take effect on January 1, 2017.

This action is within the proposed 2017 budget and sufficient monies remain after approval of this action to fund the remaining services as contained in the proposed department budget. Budget for the future years’ expenses will be requested in future annual budgets.

| Executive Department        | Proposed 2017 Budget | Actuals to Date | This Action | Actuals to Date Plus Action | Remaining 2016 Budget |
|-----------------------------|----------------------|-----------------|-------------|-----------------------------|-----------------------|
| Salaries and Benefits       | 16,893               |                 |             | -                           | 16,893                |
| Services                    | 4,747                |                 | 69          | 69                          | 4,678                 |
| Materials and Supplies      | 183                  |                 |             | -                           | 183                   |
| Utilities                   | 1                    |                 |             | -                           | 1                     |
| Insurance                   | 2                    |                 |             | -                           | 2                     |
| Interest Expense            | -                    |                 |             | -                           | -                     |
| Miscellaneous               | 1,568                |                 |             | -                           | 1,568                 |
| Leases and Rentals          | 96                   |                 |             | -                           | 96                    |
| <b>Total Current Budget</b> | <b>23,489</b>        | <b>-</b>        | <b>69</b>   | <b>69</b>                   | <b>23,420</b>         |

| Services Detail - Chief Executive Office |            |          |           |           |           |
|--|------------|----------|-----------|-----------|-----------|
| Temporary Services                       |            |          |           | -         | -         |
| Printing/Binding                         |            |          |           | -         | -         |
| COP Consulting                           | 101        |          | 69        | 69        | 32        |
| Courier Services                         | 0          |          |           | -         | 0         |
| Other Services                           |            |          |           | -         | -         |
| <b>Total Phase</b>                       | <b>101</b> | <b>-</b> | <b>69</b> | <b>69</b> | <b>32</b> |

| Contract Spending Plan  | Prior Year Spending | Forecast 2017 Spending | Future Expenditures | Total |
|-------------------------|---------------------|------------------------|---------------------|-------|
| Shelly Brown Associates | -                   | 69                     | 276                 | 345   |

| Contract Detail                | Board Approved Contract Value | Contract Actuals to Date | Proposed Action | Proposed Revised Board Approved Contract Value |
|--------------------------------|-------------------------------|--------------------------|-----------------|--|
| Shelly Brown Associates        | -                             | -                        | 345             | 345  |
| Contingency                    |                               |                          | -               | -  |
| <b>Contract Amount - Total</b> | <b>-</b>                      | <b>-</b>                 | <b>345</b>      | <b>345</b>                                     |
| Percent Contingency            | 0%                            | 0%                       | 0%              | 0%   |

Amounts are expressed in Year of Expenditure \$000.

Notes: The Executive Department Budget is located on page 19 of 64 in the 2017 Proposed Budget Book.

## SMALL BUSINESS PARTICIPATION

Shelly Brown Associates is a Small Business owner and will perform 100% of the work under this contract.

## PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

A one-month delay would not have a significant impact.

## ENVIRONMENTAL REVIEW

JI 10/24/2016

LEGAL REVIEW

JW 10/27/2016

**MOTION NO. M2016-110**

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 four one-year options with Shelly Brown Associates to provide administrator services for the Citizen Oversight Panel for a total authorized contract amount not to exceed \$345,000.

**BACKGROUND:**

The Citizen Oversight Panel's (COP) mission as an independent body is to review and provide a "report card" and recommendations to the Sound Transit Board regarding the agency's progress toward fulfilling its commitments to the public.

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The contract is the result of a competitive Request for Proposals, which was advertised in August 2016. One proposal was received. Following an evaluation, Shelly Brown Associates was selected as the firm offering the best value to Sound Transit. The contract provides for a one-year term with four additional one-year options to extend. The requested amount is sufficient to cover all five years of the contract.

**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 four one-year options with Shelly Brown Associates to provide administrator services for the Citizen Oversight Panel for a total authorized contract amount not to exceed \$345,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 3, 2016.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Board Administrator