

MOTION NO. M2016-26
Contract Amendment for Knowledge Transfer Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	03/03/2016	Final Action	Valentina Zackrone, Chief Human Resources Officer Tito Harris, Talent and Organizational Development Program Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Waldron Inc. for Knowledge Transfer services in the amount of \$236,500 for a new total authorized contract amount not to exceed \$386,500.

KEY FEATURES SUMMARY

- The contract with Waldron, Inc. was originally executed under the CEO's authority as a pilot program for knowledge transfer solution services in the amount of up to \$150,000.
- Sound Transit expects to complete six knowledge transfer projects by the end of July 2016 when the contract with Waldron, Inc. will end.
- A new procurement for Knowledge Transfer services is underway for a multiyear contract to provide knowledge transfer services after the expiration of this contract.
- This action would increase the existing contract with Waldron Inc. to fund the completion of four ongoing knowledge transfer projects, as well as two anticipated emergency knowledge transfer projects needed between now and the end of July 2016 to preserve knowledge from retiring employees.

BACKGROUND

In 2014 as part of strategic workforce planning process, HR identified a number of key divisions in the agency with deep specialized expertise and a high number of projected retirees in 2016 and beyond (almost 20% of staff). To address this talent risk in 2015 we selected Waldron, Inc. through a competitive procurement to provide Knowledge Transfer Program services to retain critical knowledge, establish a mentoring program structure and provide new employees with clear development plans for their current job as well as for future career path planning purposes.

Following the first successful pilot of that work in DECM Construction Management Team, we initiated additional knowledge transfer projects for other Sound Transit departments including IT Infrastructure, Operations, Legal and the Environmental Sustainability team. This work included two additional emergency knowledge transfer projects for two employees retiring in 2016 (Service Planning Manager and his team, and a specialized Senior Legal Counsel position).

FISCAL INFORMATION

This action executes a contract amendment with Waldron, Inc. for Knowledge Transfer services for \$236,500. This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining services as contained in the current year department budget.

Current Year Budget	Adopted 2016 Budget	Spent to date 2016	Contract Expenditures	Remaining 2013 Budget
Executive Dept Professional & Technical Services	2,735	-	313	2,423

Contract Spending Plan	Prior Year(s) Spending	Expected 2016 Spending	Future Expenditures	Total
Waldron, Inc.	149	237	-	386

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Waldron, Inc.	150	149	237	387
Contingency	-	-	-	-
Total Contract	150	149	237	387
Percent Contingency	0%	0%	0%	0%

Notes:

- 1) Budget for this item is in the Executive Department staff budget within the services category. Budget for the future expenses will be requested in future annual budgets.
- 2) 2016 expenses are yet to be available at point of staff report preparation.

SMALL BUSINESS/DBE PARTICIPATION

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

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A delay in the Board/Committee voting on the action at the meeting would delay Sound Transit in completing these Knowledge Transfer projects in a timely manner.

ENVIRONMENTAL REVIEW

JI 2/9/2016

LEGAL REVIEW

LA 25 Feb 2016

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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 Waldron Inc. for Knowledge Transfer solution services in the amount of \$236,500 for a new total authorized contract amount not to exceed \$386,500.

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MOTION:


It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Waldron Inc. for Knowledge Transfer solution services in the amount of \$236,500 for a new total authorized contract amount not to exceed \$386,500.

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



John Marchione
Operations and Administration Committee Vice Chair

ATTEST:



Kathryn Flores
Board Administrator