

MOTION NO. M2016-35

**Contract Amendment for On-Call Software Development and Maintenance Consulting Services**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	04/07/2016	Final Action	Brian McCartan, Executive Director of Finance and Information Technology <b>Jason Weiss, Chief Information Officer</b> <b>Sean Cantellay, IT Supervisor - Application Administration</b>

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract amendment with Slalom Consulting to provide on-call software development and maintenance consulting services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$487,000.

**KEY FEATURES SUMMARY**

- Sound Transit relies on consultants to provide development and systems expertise needed to maintain stable and flexible software applications to meet business needs.
- The existing contract with Slalom Consulting was leveraged to provide consulting support for updates to several critical systems. The additional use of services has caused drawdown on the contract sooner than anticipated.
- This action would amend the contract to provide for existing commitments and forecasted service needs through the expiration of the contract in March 2018.
- The original contract was executed in March 2015 under the CEO’s authority in the amount of \$187,000.
- Specifically, the requested funds will:
  - Support a rewrite and update of system code required to integrate procurement applications with a Contract Management application;
  - Develop Contingency Cost Management Systems (CCMS), Office 365 and SharePoint sites needed to meet growing business needs; and
  - Provide new features and fixes to the Agency’s intranet portal, “the HUB”.
- The requested funds would provide services through the expiration of the contract in March 2018.

**BACKGROUND**

Sound Transit uses SharePoint as a mission critical system to provide collaboration and document management across departments. Sound Transit requires the assistance of developers and systems experts to meet the goals of providing a stable and flexible platform for day to day business processes and maintenance of data and documents.

Sound Transit currently has a contract with Slalom Consulting for the following services: maintenance of existing Agency critical applications and systems; updates to the Agency’s Intranet for improvements and bug fixes; resources for maintaining and integrating applications with current procurement systems such as the Integrated Costs and Procurement (ICAP) and Contingency Cost Management Systems (CCMS); development support for workflows and projects built on the SharePoint platform; and provide on-call support, technical expertise, and development services for Sound Transit’s versions of SharePoint, Microsoft Dynamics Customer Relationship

Management (CRM), and related technologies including SQL-Server Reporting, InfoPath, PowerPivot and third party toolsets.

Over the last 18 months, Sound Transit has leveraged the existing contract to provide consulting support for upgrades to the CRM system that maintains internal and external customer outreach and communication tracking operations, as well as development support for updates to ICAP and CCMS. Additional support was used to provide updated code and features to the HUB to improve performance and usability.

**FISCAL INFORMATION**

The proposed action seeks to add \$300,000 in additional contract authority for software development and maintenance consulting services. Budget authority for the 2016 portion of the original Slalom Consulting contract was budgeted in the Finance and Information Technology (FIT) budget and in the Information Technology Program budget. This request will use the FIT budget for Slalom Consulting services.

	Adopted 2016 Budget	Spent to date in 2016	2016 Contract Expenditures	Remaining 2016 Budget
<b>Finance and Information Technology</b>				
Services	14,411	1,586	185	12,640
Other Categories	28,349	3,254	-	25,095
<b>Total FIT Budget</b>	<b>42,760</b>	<b>4,840</b>	<b>185</b>	<b>37,735</b>

	Prior Year(s) Spending	2016 Spending	Future Spending	Total
<b>Contract Spending Plan</b>				
Slalom Consulting	160	185	142	487
<b>Total</b>	<b>160</b>	<b>185</b>	<b>142</b>	<b>487</b>

	Current Approved Contract Value		Proposed Action	Proposed Total Contract Value
<b>Contract Budget</b>				
Slalom Consulting	187		300	487
Contingency	-		-	-
<b>Total</b>	<b>187</b>		<b>300</b>	<b>487</b>
<b>Percent Contingency</b>	<b>0%</b>		<b>0%</b>	<b>0%</b>

**Notes:**

Finance and Information Technology budget can be found on page 31 of the 2016 Adopted Budget. Year-to-date spending as of February 29, 2016.

This action is within the adopted budget and sufficient monies remain after approval of this action to fund the remaining consulting services. Future year expenses will be included in subsequent annual budgets submitted to the Board for adoption.

**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 there were few Small Business and DBE subcontracting opportunities 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

A one-month delay may leave the agency at risk in the event of supported system problems.

#### PRIOR BOARD/COMMITTEE ACTIONS

Not applicable to this action.

#### ENVIRONMENTAL REVIEW

JI 3/14/2016

#### LEGAL REVIEW

LA 31 March 2016

**MOTION NO. M2016-35**

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 Slalom Consulting to provide on-call software development and maintenance consulting services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$487,000.

**BACKGROUND:**

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Sound Transit currently has a contract with Slalom Consulting for the following services: maintenance of existing Agency critical applications and systems; updates to the Agency's Intranet for improvements and bug fixes; resources for maintaining and integrating applications with current procurement systems such as the Integrated Costs and Procurement (ICAP) and Contingency Cost Management Systems (CCMS); development support for workflows and projects built on the SharePoint platform; and provide on-call support, technical expertise, and development services for Sound Transit's versions of SharePoint, Microsoft Dynamics Customer Relationship Management (CRM), and related technologies including SQL-Server Reporting, InfoPath, PowerPivot and third party toolsets.

The original contract was executed in March 2015 under the CEO's authority in the amount of \$187,000. The requested funds would provide services through the expiration of the contract in March 2018.

Over the last 18 months, Sound Transit has leveraged the existing contract to provide consulting support for upgrades to the CRM system that maintains internal and external customer outreach and communication tracking operations, as well as development support for updates to ICAP and CCMS. Additional support was used to provide updated code and features to the HUB (the Agency's intranet portal) to improve performance and usability.

**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 Slalom Consulting to provide on-call software development and maintenance consulting services in the amount of \$300,000, for a new total authorized contract amount not to exceed \$487,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 7, 2016.

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Board Administrator