

MOTION NO. M2017-109

**Contract for Solicitation Management Software System**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	09/07/2017	Final Action	Brian McCartan, Executive Director of Finance and Information Technology <b>Jason Weiss, Chief Information Officer</b>

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a five-year contract with five two-year options to Bentley Systems, Inc. to provide a Solicitation Management Software System in an amount not to exceed \$420,000, plus applicable taxes.

**KEY FEATURES SUMMARY**

- Sound Transit currently uses eBid Exchange as its Solicitation Management Software System (SMSS). The contract expires in September 2017.
- A public procurement was conducted and Bentley Systems, Inc. was selected to provide Sound Transit with a software solution that delivers a comprehensive, streamlined solicitation and award management solution.
- The software solution will accommodate a minimum of 200 Sound Transit internal users, approximately 14,000 external registered vendors, as well as an undetermined number of unregistered public viewers of Sound Transit’s public solicitations.
- The not to exceed contract amount of \$420,000, plus applicable taxes currently estimated at \$42,420, will cover the initial five-year term of the contract. Staff will return to the Board to request additional funding before exercising any of the five options for additional two-year periods.

**BACKGROUND**

The existing solicitation system has been in place for over 15 years and the technology is nearing end of life. The new system is built using new and current technology designed to include the additional scrutiny, transparency, and auditability of the public procurement process.

Core solicitation features provided include:

- Issuing, management, updating, and reporting of solicitations,
- Public access and viewing of solicitations via web portal.
- Vendor self-registration
- Additional functionality available to streamline sourcing, vendor, and contract management activities in the future..

**PROCUREMENT INFORMATION**

A Request for Proposal (RFP) was issued for a Solicitation Management Software System. Six proposals were received. The evaluation committee members evaluated the firms using the evaluation criteria provided in the RFP to determine the best value for the agency. Of the six proposers, two firms were shortlisted and a demonstration of their solution was provided to staff. Revised proposals were received. Bentley Systems was selected as the firm providing the best value to the agency.

FISCAL INFORMATION

The proposed action will be funded from the services category within the Finance and Information Technology department’s annual operating budget. The 2017 services category budget is \$17,281,428 of which \$5,559,053 has been spent July year-to-date. Of this contract, a total of \$45,980 is estimated to be spent in 2017 and is within the agency’s budget authority. With approval of this action, sufficient budget remains to fund other department expenditures anticipated in the 2017 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests.

**Finance and Information Technology**

(in thousands)

Cost Category	2017 Annual Operating Budget	Actuals to Date	This Action - Current Year Impact	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$20,981	\$11,051	\$	\$11,051	\$9,930
Services	17,281	5,559	46	5,605	11,676
Materials and Supplies	1,582	991		991	591
Utilities	953	513		513	440
Insurance	7,482	3,319		3,319	4,163
Miscellaneous	491	302		302	189
Interest Expense	18	3		3	15
Leases and Rentals	415	236		236	180
<b>Total Annual Operating Budget</b>	<b>\$49,203</b>	<b>\$21,974</b>	<b>\$46</b>	<b>\$22,020</b>	<b>\$27,183</b>

Contract Spending Plan	Prior Year Spending	Forecast 2017 Spending	Future Expenditures	Total
Bentley Systems, Inc.	\$	\$46	\$416	\$462

Bentley Systems, Inc.	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	Proposed Revised Board Approved Contract Value
Services	\$	\$	\$420	\$420
Current Tax Estimate			\$42	\$42
Contingency			-	-
<b>Contract Amount - Total</b>	<b>\$</b>	<b>\$</b>	<b>\$462</b>	<b>\$462</b>
Percent Contingency	0%	0%	0%	0%

**Notes:**

Actuals to date are through July 31, 2017.  
 Budget detail can be found on page 29 of the Adopted 2017 Budget book.

SMALL BUSINESS/DBE PARTICIPATION

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.

PUBLIC INVOLVEMENT

Not applicable to this action

TIME CONSTRAINTS

A one-month delay would have no impact on the implementation of the new system.

ENVIRONMENTAL REVIEW

KH 8/18/2017

LEGAL REVIEW

AJP 8/31/2017



**MOTION NO. M2017-109**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five-year contract with five two-year options to Bentley Systems, Inc. to provide a Solicitation Management Software System in an amount not to exceed \$420,000 plus applicable taxes.

**BACKGROUND:**

The existing solicitation system has been in place for over 15 years and the technology is nearing end of life. The new system is built using new and current technology designed to include the additional scrutiny, transparency, and auditability of the public procurement process.

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The software solution will accommodate a minimum of 200 Sound Transit internal users, approximately 14,000 external registered vendors, as well as an undetermined number of unregistered public viewers of Sound Transit's public solicitations.

**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 five-year contract with five two-year options to Bentley Systems, Inc. to provide a Solicitation Management Software System in an amount not to exceed \$420,000 plus applicable taxes.

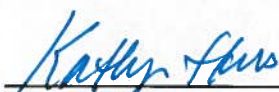
APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 7, 2017.



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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:



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Kathryn Flores  
Board Administrator