

MOTION NO. M2017-15
Contract for Project and Contract Management System

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	02/02/2017	Final Action	Jason Weiss, Deputy Executive Director/Chief Information Officer Bridget Miller, Senior IT Project Manager Diana Erickson, Senior Project Control Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a two year contract with DLT Solutions, LLC to provide an Oracle Unifier contract management system and implementation services in the amount of \$1,563,075, with a 15 percent contingency of \$234,461, for a total authorized contract amount not to exceed \$1,797,536.

KEY FEATURES SUMMARY

- This “piggyback” contract through the U.S. Communities contract with DLT Solutions, LLC will allow procurement of the following:
 - Oracle Unifier software as a service (SaaS) product to support capital program project and contract management; and
 - Implementation services to install Oracle Unifier in the Sound Transit technology environment
- The system will provide for contract cost and contingency management, change management, payment processing, submittal review and approval and request for information (RFI) management.
- The software solution will benefit Sound Transit by providing improved automation of business processes and reduction in or elimination of manual processes.
- The scope of the contract includes:
 - Licenses – three year set price based on schedule for scaling up users (250 year one, up to 800 year three)
 - Software configuration and development to support Sound Transit’s business processes.
 - Integrations with EnterpriseOne, Primavera P6 and SharePoint.
 - Data migration
 - System documentation and training
 - User acceptance testing and training
- The contract also includes post implementation support should further business process development or enhancements be needed.
- The requested funds would provide subscription and services as noted above through the expiration of the current U.S. Communities contract in April 2017 and the available extensions to April 2019, if executed by U.S. Communities.
- Using the U.S. Communities contract allows Sound Transit to take advantage of significant discounts off list prices afforded by this multi-agency procurement mechanism.

BACKGROUND

The U.S. Communities “piggyback” contract has rigorous supplier commitments to ensure supplier partners offer their best supplier government pricing which allows Sound Transit to negotiate even

greater discounts than the minimum 28 percent discount afforded by this multi-agency procurement mechanism. Under the contract Sound Transit was able to negotiate a 75 percent discount for the Oracle software.

In 2002, Sound Transit procured and implemented a contract management system called Expedition provided by Primavera. Primavera has since been bought by Oracle and the product was renamed Contract Management. In 2015 Oracle announced they would be putting Contract Management on sustaining support, meaning they would no longer be providing any upgrades or bug fixes.

Sound Transit staff then began researching potential replacement products. During this time staff looked at several products, but identified two that would best meet the requirements. Both could be procured through use of the "piggyback" on the U.S. Communities' Master Contracts. The U.S. Communities contracts have rigorous supplier commitments to ensure supplier partners offer their best supplier government pricing which allows Sound Transit to take advantage of significant discounts afforded by this multi-agency procurement mechanism.

Sound Transit had both companies provide extensive product demonstrations in order to assess the ability of each system to provide the same functionality provided by the current system. In doing so, staff concluded that Oracle Unifier would best meet the product requirements.

Oracle Unifier is a platform which provides for a very high degree of custom configuration to automate many paper-based business processes. The system will not only be able to provide the same functionality as the current system, but will also provide great opportunity to automate many of the manual, paper-based, interdepartmental business processes currently employed, greatly enhancing our ability to deliver our projects effectively and efficiently.

FISCAL INFORMATION

The proposed action has two distinct parts, implementation and on-going subscription. As displayed below, the implementation portion of the contract (\$1,443,409) will be funded from the Information Technology Program and is expected to be spent in 2017. The balance of the contract (\$354,127) is the annual subscription costs, which will be funded by the FIT operating budget annually beginning in 2018.

This action is within the authorized budget and sufficient funds remain after approval of this action to fund remaining work as identified in this project.

CONTRACT DETAIL	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
DLT Solutions, LLC			
Contract Amount		1,563	1,563
Contingency Amount		234	234
Total Not to Exceed Value		1,798	1,798
Percent Contingency		15%	15%

INFORMATION TECHNOLOGY PROGRAM	Adopted 2017 TIP	Committed to Date	This Action	Spent to Date Plus Action	Uncommitted / (Shortfall)
Admin Capital	29,400	14,753	1,443	16,196	13,204
Agency Admin	1,271	815		815	455
Prelim Engineering/Env Review	1,565	459		459	1,106
TOTAL IT CAPITAL PROGRAM BUDGET	32,235	16,027	1,443	17,471	14,765

SUB BUDGET DETAIL					
IT Capital - Primavera Unifier	1,443		1,443	1,443	-
Unallocated Contingency	-			-	-
Total Sub Budget Budget	1,443	-	1,443	1,443	-

FINANCE & INFORMATION TECHNOLOGY DEPARTMENT BUDGET	Future Operating Budget Spending
IT Department budget (2018 and onwards)	354

Notes:
 Amounts are expressed in Year of Expenditure \$000s.
 Board Approvals = Expenditures up to Dec 2016
 The project budget located on page 123 of 140 of the Proposed 2017 Transit Improvement Plan (TIP)

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.

PUBLIC INVOLVEMENT

Not applicable to this action

TIME CONSTRAINTS

A one month delay could impact pricing for the Oracle licensing.

ENVIRONMENTAL REVIEW

1/18/2017

LEGAL REVIEW

JW 1/27/2017

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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 two year contract with DLT Solutions, LLC to provide an Oracle Unifier contract management system and implementation services in the amount of \$1,563,075, with a 15 percent contingency of \$234,461, for a total authorized contract amount not to exceed \$1,797,536.

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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 two year contract with DLT Solutions, LLC to provide an Oracle Unifier contract management system and implementation services in the amount of \$1,563,075, with a 15 percent contingency of \$234,461, for a total authorized contract amount not to exceed \$1,797,536.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 2, 2017.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator