

MOTION NO. M2017-21

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

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	03/02/2017	Final Action	Brian McCartan, Executive Director of Finance and Information Technology <b>Jason Weiss, Chief Information Officer</b> <b>Curt Small, Director IT Applications</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 \$350,000, for a new total authorized contract amount not to exceed \$837,000.

**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 contract with Slalom Consulting is 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, and was amended in April 2016 through Motion No. M2016-35 by the Board for a total contract amount not to exceed \$487,000.
- Specifically, the requested funds will:
  - Support a rewrite and update of computer code required to integrate procurement and the financial systems with a Contract Management application.
  - Support modifications to the Cost and Contingency Management System.
  - Provide new features and fixes as needed to the Agency’s Intranet portal, “the HUB”.

**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 two years 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 Intranet to improve performance and usability.

## FISCAL INFORMATION

The proposed action seeks to add \$350,000 in additional contract authority for software development and maintenance consulting services. Budget authority for the 2017 portion of the Slalom Consulting contract is in the Information Technology Program budget.

### Information Technology Program (in thousands)

	Authorized Project Allocation to Date	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Operations and Maintenance	\$500	\$192		\$192	\$308
Administrative Capital	29,313	13,630	350	13,980	15,333
Agency Administration	1,357	899		899	458
Preliminary Engineering	1,065	216		216	849
<b>Total</b>	<b>\$32,235</b>	<b>\$14,937</b>	<b>\$350</b>	<b>\$15,287</b>	<b>\$16,948</b>

<b>Slalom Consulting</b>	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amount	\$487	\$487	\$350	\$837
Contingency	-	-		-
<b>Total</b>	<b>\$487</b>	<b>\$487</b>	<b>\$350</b>	<b>\$837</b>
Percent Contingency	0%	0%	0%	0%

Notes:

Board Approvals = Committed To-Date + Contingency, and includes pending Board actions.

For detailed project information, see page 112 of 122 in the Proposed 2017 Transit Improvement Plan (TIP).

This action is within the adopted budget and sufficient monies remain after approval of this action to fund administrative capital phase activities.

## 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 would not cause a significant impact.

## PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2016-35: Authorized 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.

## ENVIRONMENTAL REVIEW

JI 2/17/2017

## LEGAL REVIEW

AJP 2/23/2017

**MOTION NO. M2017-21**

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 \$350,000, for a new total authorized contract amount not to exceed \$837,000.

**BACKGROUND:**

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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 contract amendment with Slalom Consulting to provide on-call software development and maintenance consulting services in the amount of \$350,000, for a new total authorized contract amount not to exceed \$837,000.

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

  
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Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
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Kathryn Flores  
Board Administrator