

MOTION NO. M2017-80

Contract Amendment for Technology Software, Hardware and Related Maintenance Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	06/01/2017	Final Action	Brian McCartan, Executive Director of Finance and Information Technology Jason Weiss, Chief Information Officer

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with CDW Government LLC to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$664,022, for a new total authorized contract amount not to exceed \$1,414,022.

KEY FEATURES SUMMARY

- Sound Transit currently has a “piggyback” contract based on the King County Directors' Association (KCDA) Master Contract with CDW Government LLC (CDW-G) for a variety of items and services offered in the technology catalog including, but not limited to:
 - The replacement of aging small hardware and peripherals (such as keyboards and mice);
 - The purchase of new software, hardware and peripherals for approved agency projects for Sound Transit FTEs and consulting staff; and
 - Maintenance renewals for software licenses.
- The contract has been extended by KCDA to February 2018 and the additional requested funds would provide continued services through the expiration of the current KCDA contract.
- Using the KCDA contract allows Sound Transit to take advantage of a significant discount afforded by this cooperative procurement mechanism.

BACKGROUND

In March 2015, Sound Transit executed a contract under the King County Directors' Association (KCDA) Master Contract with CDW Government LLC (CDW-G). The original contract was executed under the CEO’s authority in the amount of \$197,280 on March 19, 2015, and was amended to \$750,000 by Motion No. M2016-37 on April 7, 2016.

CDW-G’s competitive pricing has allowed Sound Transit to purchase more small peripherals to meet the agency’s needs and maximize the agency’s overall budget for these purchases. KCDA participates in the Association of Educational Purchasing Agencies (AEPA) to consolidate purchasing power and achieve significant discounts on various goods and services. Using the KCDA contract allows Sound Transit to take advantage of a significant discount afforded by this cooperative procurement mechanism.

PROCUREMENT INFORMATION

This is a “piggyback” on a King County Directors' Association (KCDA) Master Contract. KCDA conducted a competitive solicitation process through an Invitation to Bid published on August 8, 2013, and awarded to CDW-G on February 26, 2014, for a 12-month term with three one-year options to extend. In April 2016, the contract was amended through Motion No. M2016-37 to provide continued and uninterrupted purchase of good and services through the expiration of the

KCDA contract in February 2017. The current contract has been extended and expires in February 2018.

FISCAL INFORMATION

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

This action executes a contract amendment with CDW Government LLC (CDW-G), for \$664,022 to purchase equipment, software and related maintenance services. This contract includes funding from both capital and operating budgets. \$166,006 will be funded from the Information Technology (IT) Program and \$498,017 will be funded from the Finance & Information Technology (FIT) department budget, for a total authorized amount not exceeding \$1,414,022.

The IT Program budget is \$32,235,351. Within that amount, \$29,313,032 has been allocated to the admin capital phase. The proposed action would commit \$166,006 and leave a remaining budget balance of \$16,748,401.

The proposed action will be funded from the services and materials and supplies categories within the FIT department's annual operating budget. The materials and supplies category budget is \$1,582,409, of which a total of \$30,000 is estimated to be spent in 2017. The services category budget is \$17,281,090, of which a total of \$90,000 is estimated to be spent in 2017.

CDW Government LLC
(in thousands)

	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amounts - Information Technology Program	\$250	\$250	\$166	\$416
Contract Amounts -Finance and Information Technology Department	\$500	\$500	\$498	\$998
Contingency Amount	-	-	-	-
Total Contract	\$750	\$750	\$664	\$1,414
Percent Contingency	0%	0%	0%	0%

Information Technology Program

Project Phase	Project Allocation to Date or Baseline Budget	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Operation+Maintenance	\$500	\$244		\$244	\$256
Admin Capital	29,313	12,399	166	12,565	16,748
Agency Administration	1,357	950		950	407
Preliminary Engineering	1,065	216		216	849
Total Current Budget	\$32,235	\$13,809	\$166	\$13,975	\$18,260

Notes:

Amounts are expressed in year of expenditure.

Board Approvals = Committed To-Date + Contingency as of April 30, 2017 and includes pending Board actions.

For detailed project information, see page 128 in the Adopted 2017 Transit Improvement Plan.

**Finance and Information Technology
Department**

Cost Category	2017 Annual Operating Budget	Actuals to Date	Current Action Forecast 2017 Spending	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$20,981	\$5,568	\$	\$5,568	\$15,413
Services	17,281	4,103	30	4,133	13,148
Materials and Supplies	1,582	424	90	514	1,068
Utilities	953	311		311	642
Insurance	7,482	1,620		1,620	5,862
Miscellaneous	509	273		273	236
Leases and Rentals	415	116		116	299
Total Annual Operating Budget	\$49,203	\$12,415	\$120	\$12,535	\$36,668

CDW Government LLC	Prior Year Spending	Forecast 2017 Spending	Future Expenditures	Total
Finance and Information Technology Department	585	120	293	998
Total Contract Spending	\$585	\$120	\$293	\$998

Notes:

Actuals to date are thru April 30, 2017.

Budget for this item is located on page 29 of the Adopted 2017 Budget.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract “piggybacks” onto the KCDA contract with CDW-G, goals for participation were not established by Sound Transit.

PUBLIC INVOLVEMENT

Not applicable to this action

TIME CONSTRAINTS

A one-month delay would impact support services from the vendor.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. M2016-37: Authorized the chief executive officer to execute a contract amendment with CDW Government LLC to provide technology software, hardware, and related maintenance services in the amount of \$552,720 for a total authorized contract amount not to exceed \$750,000.

ENVIRONMENTAL REVIEW

JI 5/3/2017

LEGAL REVIEW

AJP 5/25/2017

MOTION NO. M2017-80

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 CDW Government LLC to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$664,022, for a new total authorized contract amount not to exceed \$1,414,022.

BACKGROUND:

In March 2015, Sound Transit executed a contract under the King County Directors' Association (KCDA) Master Contract with CDW Government LLC (CDW-G). The original contract was executed under the CEO's authority in the amount of \$197,280 on March 19, 2015, and was amended to \$750,000 by Motion No. M2016-37 on April 7, 2016.

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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 CDW Government LLC to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$664,022, for a new total authorized contract amount not to exceed \$1,414,022.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 1, 2017.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator