



MOTION NO. M2018-53

## Contract for Learning Management System Software and Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	05/03/2018	Final Action	Mike Harbour, Deputy CEO <b>Jason Weiss, Chief Information Officer</b>

### PROPOSED ACTION

Authorizes the chief executive officer to execute a five-year contract with ten one-year options to extend with Cornerstone OnDemand, Inc. to provide Cornerstone Learning for the Learning Management System Software in the amount of \$245,000 plus applicable taxes.

### KEY FEATURES SUMMARY

- The action will authorize a contract with Cornerstone OnDemand, Inc. to provide Cornerstone Learning for the Learning Management System Software.
- Sound Transit's current Learning Management System (LMS) has reached the end of its contract term and no longer meets some of the requirements of the agency.
- Sound Transit is seeking a comprehensive LMS that will fully support both the agency's training and compliance certification programs as the workforce grows to meet the system expansion demands. The new LMS is not only essential to the Sound Transit's organizational and employee development efforts, but is a critical component in supporting Sound Transit compliance with Federal and State transit and safety regulations.
- The requested amount covers application hosting, implementation, deployment, customer support, maintenance and upgrades for the initial five year term. Staff will return to request additional funding for the options, if exercised.
- Applicable taxes are currently estimated to be \$24,745.

### BACKGROUND

Sound Transit requires a new Learning Management System (LMS) Solution. This comprehensive LMS will support both agency training and compliance certification programs as the workforce grows to meet the system expansion demands. The new LMS is not only essential to Sound Transit's organizational and employee development efforts, but is a critical component in supporting Sound Transit compliance with federal and state transit and safety regulations.

Sound Transit's new LMS will have the capability to serve two distinct user audiences—Sound Transit employees and contract/consultant resources. The LMS user experience will be separate for each of the groups, but the content will be easily be shared behind the scenes for administration.

### PROCUREMENT INFORMATION

Prior to issuing the solicitation for the Learning Management System, Sound Transit considered the project scope, the determining factors for contract award, and the need for proposal discussions and revisions, determining that a Request for Proposals procurement method was the most advantageous. Sound Transit advertised Request for Proposals No. RTA/RP 0147-17 on August 31, 2017. Sound Transit received 6 proposals in response to the solicitation. On

October 18, 2017, Sound Transit requested revised proposals from the top three firms in the competitive range.

Sound Transit’s evaluation team determined that Cornerstone OnDemand Inc.’s proposal is the response that best meets the evaluation criteria, offered the best value and is in the best interest of Sound Transit.

**FISCAL INFORMATION**

The Cornerstone on Demand Inc., contract will receive funding from both capital and operating budgets. In the current year, the Information Technology Program will fund \$59,600 plus applicable taxes. The Finance and Information Technology (FIT) Department will fund the remaining contract amounts for future years. Funding for the additional years of the contract will be included in subsequent annual budgets submitted to the Board.

The authorized project allocation to date for the Information Technology Program is \$35,135,942. Within that amount \$23,189,430 has been allocated to the administrative capital phase. The proposed action would commit \$59,600 plus applicable taxes to this line item and leave a remaining phase budget of \$4,269,619.

**Contract Detail for Cornerstone OnDemands, Inc.**  
(in thousands)

Contract Detail	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amounts - Information Technology Program	\$	\$	\$60	\$60
Contract Amounts -Finance and Information Technology Department	\$	\$	\$185	\$185
Contingency Amount	-	-	-	-
Estimated Tax	-	-	25	25
<b>Total Contract (plus estimated taxes)</b>	<b>\$</b>	<b>\$</b>	<b>\$270</b>	<b>\$270</b>
Percent Contingency	0%	0%	0%	0%

**Information Technology Program**  
(in thousands)

Project Phase	2018 Authorized Project Allocation to Date	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Operations & Maintenance	\$315	\$	\$	\$	\$315
Administrative Capital	23,189	18,857	66	18,923	4,267
Agency Administration	4,573	1,413	0	1,413	3,160
Preliminary Engineering/Env Review	7,059	1,229		1,229	5,829
<b>Total Current Budget</b>	<b>\$35,136</b>	<b>\$21,499</b>	<b>\$66</b>	<b>\$21,564</b>	<b>\$13,571</b>

**Notes:**

Finance and Information Technology Department funding for this action is for future years and totals \$204,125. Amounts are expressed in Year of Expenditure. Board Approvals = Committed To-Date + Contingency and includes pending Board actions. For detailed project information, see page 150 of the Adopted 2018 Transit Improvement Plan (TIP).

**DISADVANTAGED AND SMALL BUSINESS 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.

ENVIRONMENTAL REVIEW

KH 3/23/2018

LEGAL REVIEW

AJP 4/27/2018



**MOTION NO. M2018-53**

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 ten one-year options to extend with Cornerstone OnDemand, Inc. to provide Cornerstone Learning for the Learning Management System Software in the amount of \$245,000 plus applicable taxes.

**BACKGROUND:**

Sound Transit requires a new Learning Management System (LMS) Solution. This comprehensive LMS will support both agency training and compliance certification programs as the workforce grows to meet the system expansion demands. The new LMS is not only essential to Sound Transit's organizational and employee development efforts, but is a critical component in supporting Sound Transit compliance with federal and state transit and safety regulations.

Sound Transit's current LMS has reached the end of its contract term and no longer meets some of the requirements of the agency. Sound Transit's new LMS will have the capability to serve two distinct user audiences—Sound Transit employees and contract/consultant resources. The LMS user experience will be separate for each of the groups, but the content will be easily be shared behind the scenes for administration.

The requested amount covers application hosting, implementation, deployment, customer support, maintenance and upgrades for the initial five year term. Staff will return to request additional funding for the options, if exercised.

**MOTION:**

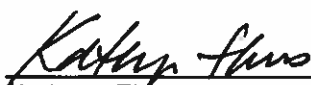
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five-year contract with ten one-year options to extend with Cornerstone OnDemand, Inc. to provide Cornerstone Learning for the Learning Management System Software in the amount of \$245,000 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 May 3, 2018.



Joe McDermott  
Operations and Administration Committee Vice Chair

ATTEST:



Kathryn Flores  
Board Administrator