



## Motion No. M2023-44

### General Information Technology Consultant (GITC) Services Contracts

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations Committee	06/01/2023	Final action	Mary Cummings, Chief Administrative Officer <b>Jason Weiss, Chief Information Officer</b> Paula Mendoza, Deputy Executive Director, IT Portfolio Management and Controls

### Proposed action

Authorizes the chief executive officer to execute five, individual, three-year contracts with five one-year options to extend each with Cambridge Systematics, Inc., Flairsoft Ltd., DirectApps, Inc. (dba Launch Consulting), TYLin, and IT Works! Inc. (dba Volanno) to provide task-order based General IT Consultant services in individual contract amounts that may exceed \$2,000,000, provided that the aggregate total of all the contracts does not exceed \$30,336,000.

### Key features summary

- These General IT Consultant service contracts would provide the ability to engage more diversely skilled professionals through selected consulting firms for the duration of an assignment, based upon defined Statements of Work. Services provided under these contracts are meant to address needs greater than what can be handled through Temporary IT Contractor Services.
- The Sound Transit Information Technology Department (the “IT Department”) currently has the authority to contract staff augmentation services through Temporary IT Contractor Services contracts. The existing Temporary Contractor Services contracts are utilized to provide short-term, mid-level skillsets.
- The awarded contracts will provide access to a greater variety of IT professional services which will allow more flexibility, scalability, and productive capacity for the IT Department without relying solely on Full Time Employee growth and Sound Transit’s existing Temporary IT Contractor Services contracts.
- The contracts would support the IT Department’s need for skilled technical professionals providing expertise to support IT operational growth as well as IT project demand.
- The initial term of each individual contract is three years with the option to extend for up to five additional one-year terms.
- Each of the individual contracts will be awarded an initial amount not to exceed \$2,275,200, which is intended to cover the initial three-year base term of the contract.
- The \$30,366,000 is intended to cover up to 8 years in aggregate, based on current demand for IT professional services.

## Background

Sound Transit's IT Department anticipates significant growth in demand for IT and services resulting in multiple concurrent IT projects.

General IT Consultant(s) would provide a flexible mechanism to deliver timely and high-quality services to accomplish multiple concurrent IT projects as required by Sound Transit through negotiated Task Orders. The scope of these IT projects may include coverage of the products and services Sound Transit's IT Department offers and supports, as well as design, selection, implementation and/or coverage of new IT products and services. General IT Consultants can provide the qualified resources necessary to perform work under both the Support and IT Service categories, to deliver IT projects assigned via negotiated Task Orders.

IT project deliverables may align with some or all Sound Transit's established IT Value Streams (from strategy through operations) and service areas, be in service to any functional area of the agency, and/or focus on various facets of the technology landscape. General IT Consultants will:

- Be the prime consultant under direct contract with Sound Transit and may identify major sub-consultants.
- Assemble project teams that consist of diverse professionals to deliver support and IT services on multiple concurrent IT projects as required by Sound Transit through the issuance of negotiated Task Orders.
- Be responsible for effectively managing consultant staff, sub-consultants, subcontract service providers, and others for successful delivery of IT projects under the general direction of Sound Transit.

## Procurement information

Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award, and the need for proposal discussions and revisions. Sound Transit determined that a Request for Proposals (RFP) procurement method was the most advantageous. Sound Transit advertised Request for Proposals No. RTA/RP 0161-21 on April 11, 2022 (the "RFP"). Proposals were submitted by 27 firms. Whenever more than 10 proposals are received, Sound Transit reserves the right to establish a subcommittee of the evaluation panel to perform an initial "truncated" evaluation of all submitted proposals to determine which proposals will advance to the full evaluation panel review. Proposers were informed of this process in the RFP. The subcommittee determined an initial competitive range of 14 proposals that would advance to full evaluation panel review.

Proposals were evaluated based on the advertised evaluation criteria, including firm experience and history, capacity and approach to staffing and project-based work, price (hourly rates), knowledge and experience of key individuals, and commitment to and compliance with equal employment opportunity law. The evaluation panel determined a secondary competitive range consisting of proposals from the following nine (9) firms: 22nd Century Technologies Inc. (TSCTI); AgreeYa Solutions, Inc.; Cambridge Systematics, Inc.; Flairsoft Ltd.; DirectApps, Inc. (dba Launch Consulting); Slalom LLC; TEKsystems, Inc.; TYLin; and IT Works! Inc. (dba Volanno). Revised proposals were requested from the firms included in the secondary competitive range, from which five (5) offers were determined to be the most advantageous to Sound Transit. The selected five (5) offers were submitted by the the following firms: Cambridge Systematics, Inc.; Flairsoft Ltd.; DirectApps, Inc. (dba Launch Consulting); TYLin; and IT Works! Inc. (dba Volanno).

The evaluation panel established a rating benchmark of "Superior +," meaning a revised proposal must have received a "Superior +" as its overall rating to be identified as most advantageous to Sound Transit. A "Superior +" rating would then serve as the basis for recommending award of a contract to that firm. The five firms with proposals that received an overall consensus rating of "Superior +" are most advantageous to Sound Transit based of the firms' significant experience working in both public and private sectors and

providing IT consulting services to a large variety of public and government agencies, including those in public transportation.

Sound Transit therefore recommends award of this contract to the five (5) firms with the highest rated proposals, as identified above, based upon the determination that the firms' negotiated proposals best meet the evaluation criteria and offer the best value to Sound Transit and its IT Department's needs.

## **Fiscal information**

The consulting services described in this proposed action will be assigned on a Task Order basis. Funding for the Task Orders will come from various IT projects and IT department budgets. Because services will be rendered on an as-needed basis, cost distribution will be determined as each Task Order is executed. This action anticipates using funding that is already budgeted or reasonably assumed future budget and does not negatively affect the affordability of the long-range financial plan projection.

## **Disadvantaged and small business participation**

### **Participation by small businesses and disadvantaged business enterprises (DBEs)**

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.

Flairsoft Ltd is a certified DBE company.

## **Public involvement**

Not applicable to this action.

## **Time constraints**

A one-month delay would not create a significant impact to the project schedule.

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**Environmental review** – KH 5/12/23

**Legal review** – DLM 5/25/23



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A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute five, individual, three-year contracts with five one-year options to extend each with Cambridge Systematics, Inc., Flairsoft Ltd., DirectApps, Inc. (dba Launch Consulting), TYLin, and IT Works! Inc. (dba Volanno) to provide task-order based General IT Consultant services in individual contract amounts that may exceed \$2,000,000, provided that the aggregate total of all the contracts does not exceed \$30,336,000.

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The \$30,366,000 is intended to cover up to 8 years in aggregate, based on current demand for IT professional services.

## Motion

It is hereby moved by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute five, individual, three-year contracts with five one-year options to extend each with Cambridge Systematics, Inc., Flairsoft Ltd., DirectApps, Inc. (dba Launch Consulting), TYLin, and IT Works! Inc. (dba Volanno) to provide task-order based General IT Consultant services in individual contract amounts that may exceed \$2,000,000, provided that the aggregate total of all the contracts does not exceed \$30,336,000.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 1, 2023.

  
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Kristina Walker  
Rider Experience and Operations Chair

**Attest:**

  
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Kathryn Flores  
Board Administrator