

Procurement and Contracts Division

Citizen Oversight Panel Presentation

August 4, 2021



Who we are

We are the centralized partner and guide for the procurement and administration of all agency purchases and contracts.

We are also the home of the agency's center-led Agency Agreements section.

Who we are

We are:

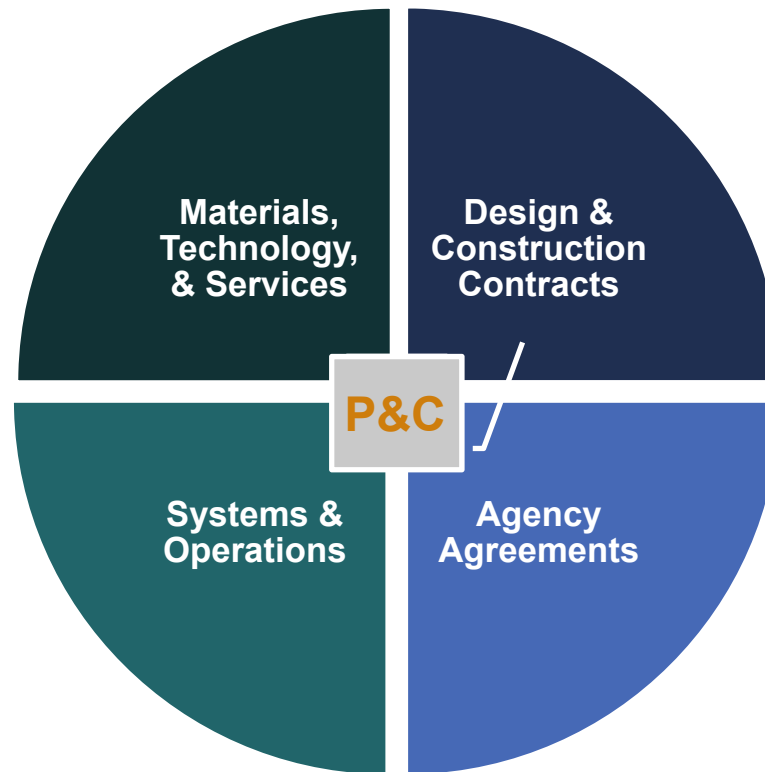
- **Expert, experienced procurement and agreements professionals**
- **Led by the Chief Procurement and Contracts Officer (CPO), located in the Executive Department, reporting to DCEO Mary Cummings**
- **The Division holds the Pareto Award of Excellence in Public Procurement**

Core Principles

The core principles of our work are:

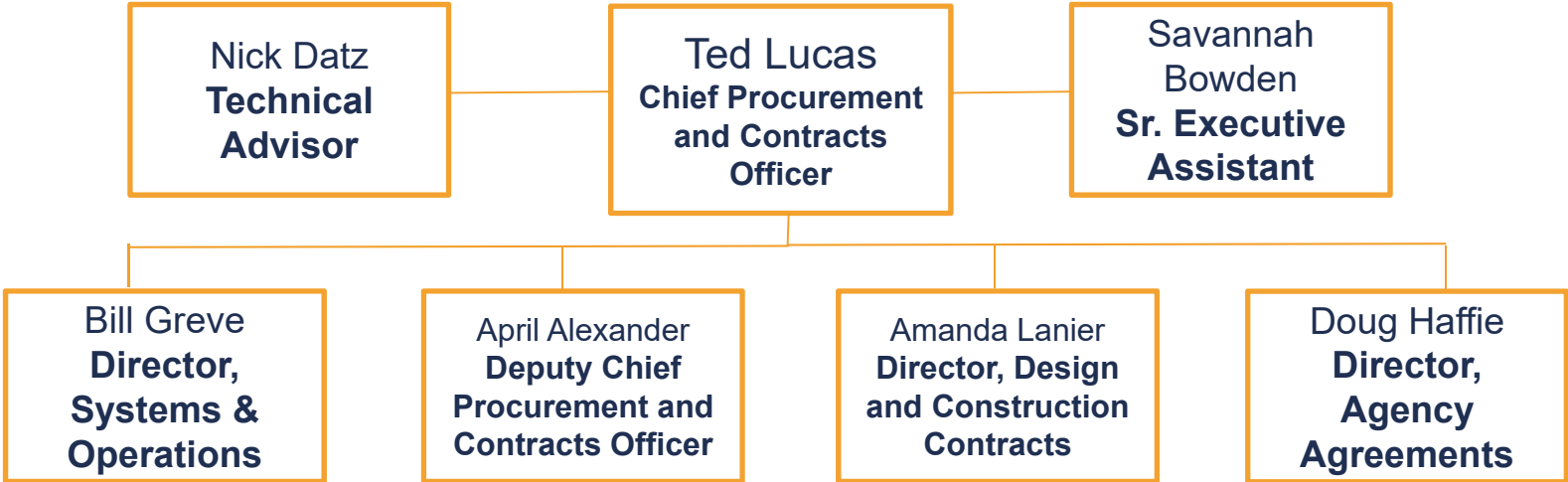
- **Competition**
- **Integrity**
- **Value**
- **Service**

How We're Organized



Procurement & Contracts Division

How We're Organized:



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Our Legal/Regulatory Framework

- **Federal**
- **State**
- **Sound Transit Board Resolution No. 2018-40, "Procurement, Agreements and Delegated Authority Policy"**
- **Agency Policy No. 604, "Procurement, Agreements and Spend Control"**
- **Procurement & Contract Administration Manual (PCAM)**

Procurement & Contract Administration Manual

(PCAM)



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Policy 604 and CEO Delegation of Authority

- **Agency Policy 604, effective February 19, 2019 (per new Board Reso 2018-40)**
 - **The CEO's authority is delegated narrowly, specifically by subject-matter, to the responsible agency executive director**
 - **Executive Directors (or C's) may delegate further to their staff**
 - **Dollar limits increased compliant with the new Board Reso.**
 - **Improved clarity, discipline and efficiency.**

Policy 604 and CEO Delegation of Authority

- **Spend Authority → CFO**
- **Procurement/Contracting Authority → CPO**
 - **[\$2 million (MTS); \$5 million (D&C)]**
- **Executing Contract Modifications Within Approved Contingency → ED's of DECM & PEPD**
- **Executing Agreements → Owner Department ED's**

Procurement Integrity

- **10 page PI "Curriculum"**
- **Required agency training for all who participate in the Sound Transit procurement process**

Journey to Electronic/Paperless

Fortunately, prior to Covid the P&CD journey to paperless began. We rallied and lost little momentum.

Pre-Covid

- P&CD was first to implement electronic signature (DocuSign)
- Created tools to facilitate the review and approval of document packages (advertise, award, and execute)

Journey to Electronic/Paperless

Post Covid

- **Creatively leveraged existing tools (SharePoint) to manage work requests and manage work electronically across the division.**
- **Enabled electronic submission of bids and proposals**
- **Pre-bid meetings and proposal evaluations are now 100% virtual.**
- **Developed tools that enable visibility into procurement projects and existing contracts for our partners (Procurement Visibility Tool & Contract Visibility Tool)**
- **Focusing now on 100% paperless records (procurement, contract, and agreement files)**

Materials, Technology, and Services (MTS) Section

Responsible for the procurement of goods & services contracts (and post-award contract administration), as well as the agency's small and micro purchase programs (including P-card) and Memberships and Sponsorships program.

- Materials & Supplies
- Rolling Stock (trains and buses)
- Technology
- Maintenance
- Consulting Services (excluding A&E)

Design and Construction (D&C) Section

Responsible for the procurement of design and construction contracts (and post-award contract administration)

- Architectural & Engineering Services (A&E): Design, Project Management Services, Other Related
- Construction (Public Work): ITB/DBB, Small Works (under \$350k), Job Order Contracting (JOC), Design Build, GC/CM

Agency Agreements Section

Agency Agreements processes a variety of Agency agreements including interlocal, intergovernmental, and 3rd party agreements as well as transit-oriented development (TOD) projects. Agency Agreements works closely with the agency in the development, tracking, and maintenance of agreements.

Center-led

Value-added

Incremental

Systems & Operations (S&O) Section

Provides Operational Services & Support for the various systems used by P&C Division and the entire Agency

- Contracts Helpdesk
- E1 Purchasing System Training and Instruction
- System Implementation, Maintenance, and Support
- Solicitation Management System Support
- New Vendor Set Up (E1 Address Book)
- Procurement Records Management
- PVT/CVT
- P&CD metrics and reporting

P&CD Technical Advisor

Roles

- Represent on State Committees
- Collaborate and liaison with external agencies and organizations
- Advise on project delivery decisions for capital expansion program
- Strengthen and improve project delivery processes (e.g., Design-Build Working Group)

Current Initiatives

- On Call and General Engineering Consultant Program Improvements
- Contractor and A&E Consultant Performance Evaluation Improvements
- Develop ST Design Build Guidance Manual and Internal Training Program

Continuous...

- **Process Improvement**
- **Green Procurement**
- **Small Business/Disadvantaged Business**
- **ST Contracting Expo**
- **InfoSec**
- **Leadership Commitments**
- **Employee Engagement**

Questions?

Conversation?