

ORCA Joint Board Meeting

February 10, 2020

Briefing: Q4 2019 Business Rules Report

Purpose: To provide the ORCA Joint Board the next gen business rule updates and new business rule developments that occurred September through December 2019.

Decisions Required: None

Business Rules:

1. Summary

There were no business rules updates that require Joint Board action. The Business Managers/Site Managers and the ORCA Steering Committee were the approving bodies for all approved rules.

This update includes five (5) business rules.

NBR No.	NBR Title
006	Business Account Lead Agency Assignment
021	Maximum allowable E-purse stored value
027	Day pass validity period
033	Protection of Contractor IP
036	ACH payment limitations

2. Details

a. NBR-006 Business Account lead agency assignment

- i. Each business account will be assigned a “Lead Agency”.
- ii. The Lead Agency will be assigned based upon the geographic location of the business or, if a business has multiple locations in the region, by the location of the business’s headquarters or largest site. Lead Agency status may also be established through regional agencies’ agreement based upon customer need and criteria (e.g., Kitsap Transit is Lead Agency for USDOT).
- iii. Sound Transit may act as Lead Agency for Special Accounts* on behalf of itself and/or one or more other agencies as described in the Interlocal Agreement.

* Special Account – An account utilizing the ORCA system functionality for the purpose of providing ORCA cards and/or products for promotions, events, or services that are limited in duration

- b. *NBR-021 Maximum allowable E-purse stored value*
The maximum amount of E-purse stored value that may be held in a transit account at any time is \$400.
- c. *NBR-027 Day pass validity period*
The service day begins when the fare media is tapped on a validator and ends at 3 am the next morning.
- d. *NBR-033 Protection of Contractor IP*
See Appendix
- e. *NBR-036 ACH payment limitations*
The ORCA system will be capable of accepting ACH payments, however these payments will be limited to business account customers. ACH will not be a payment option available to individual customers.

Due to the batching of transactions and the time-sensitivity of the account based system delivering products immediately to ORCA customers, the delay in ACH processing would make it a riskier payment method for time sensitive purchases. Most customers already have a debit card branded as a credit card that allows them to have their payments taken directly out of their bank accounts similar to an ACH transaction.

3. Q1 2020 Plan

Six (6) business rules are currently in work. None of these are anticipated to require Joint Board approval.

Appendix

Business Rule NBR-033

Number	NBR-033
Name	Protection of Contractor IP
Description	<p>The Regional Program Team and its consultants may be required to provide access to Contractor IP during the design and implementation of the next gen ORCA System. Such documents may be transmitted by email or posted to a shared online repository for access by authorized staff, consultants and the ORCA agencies so long as the Regional Program Team and the ORCA agencies undertake reasonable protective measures to prevent disclosure of Contractor IP to anyone other than the appropriate agency employees, contractors and consultants.</p> <p>The Regional Program Manager and each agency ORCA Business Managers or next generation project lead, will be responsible for:</p> <ol style="list-style-type: none"> 1. Providing secure storage and transmittal of Contractor IP. 2. Ensuring their staff and contractors are authorized to review Contractor IP for the Systems Integrator or other ORCA vendor contracts. 3. Obtaining signatures from staff or contractors on the attached ORCA Individual Nondisclosure Agreement Form. 4. Maintaining records of their agency's executed NDA forms. <p>In the event an ORCA agency receives a request for public records that includes Contractor IP, the agency shall comply with the appropriate processes and procedures outlined in the applicable contract and/or established by the Joint Board, including the requirement for notification to the impacted contractor/vendor.</p>
Source	Regional Program Administrator
Constraints	
Examples	
Related business rules	
Attachments	ORCA Individual Nondisclosure Agreement Form
Revision history	1.0 Business Manager Approval 2019-07-17