



## Motion No. M2021-72

### Contract Modification with Slalom, LLC for the SharePoint Migration Services

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	12/02/2021	Final action	Jason Weiss, Chief Information Officer

### Proposed action

Authorizes the chief executive officer to execute a contract modification with Slalom, LLC to increase the authorized contract amount for the SharePoint Microsoft 365 migration and solution services in the amount of \$670,000 for a new total authorized contract amount not to exceed \$5,795,000.

### Key features summary

- Since 2019, Sound Transit has been working to migrate agency electronic content from SharePoint 2010 to the Microsoft 365 Cloud because Microsoft ended support for SharePoint version 2010 in 2020. The migration work is scheduled to be complete in Q1 2022.
- This action would increase the contract to develop additional value-add business applications on the Microsoft 365/SharePoint platform. These new value-added business applications would improve the efficiency of Sound Transit administrative processes, including, but not limited to:
  - Improved electronic management of Procurement and Contracts documents and workflows for the agency at large
  - Collaboration workflows related to design and engineering documentation and associated record-keeping
  - Agreements tracking affecting Sound Transit and partner agencies
  - Strategic goal tracking and reporting
  - Finance form and approval processing
  - Document and other integrations with other existing business applications
- Unanticipated efforts required to support the remote workforce under COVID-19 stay-at-home restrictions utilized contract funds beyond original estimates.
- Taxes do not apply to this contract.

### Background

In April 2019, Sound Transit executed a contract with Slalom, LLC for SharePoint Migration Services. The original contract was executed in the amount of \$5,125,000 on April 25, 2019.

The upgrade to the new SharePoint platform allows Sound Transit to:

- Improve collaboration with colleagues and partners, including new document management capabilities
- Enable users to find and access information quickly

- Adhere to industry, state, and Sound Transit records retention schedules
- Reduce paper documents and manual processing
- Accelerate workflow throughput and enhance visibility for items in workflows
- Permit the easy access to information from anywhere at any time on a variety of devices

Under the current contract, two waves of electronic content and platform migration to the Microsoft 365 Cloud will be completed in Q1 2022: (1) department content and (2) system expansion project content.

These migrations were necessary due to the end of vendor support for the older SharePoint 2010 platform installed in Sound Transit data centers. In addition to the migrations, the project provides new toolsets including virtual meeting environments, Microsoft Teams and Live Events, “low-code” solution development capabilities, improved automated workflow tools and other features designed to remove barriers and silos to inter-team collaboration. Improved records management capabilities, along with enhanced Information Security administration have also been delivered. Finally, the migration to the Cloud environment allows access to digital content at any time, from any location, by Sound Transit employees, consultants, and partner agencies.

Due primarily to the COVID-19 remote work requirements and concurrent internal reorganizations, more effort was required than anticipated to support the agency workforce during the migrations and associated organization change management. The additional effort helped accelerate toolset adoption and virtual meetings capabilities while requiring the project team to provide additional support and training on behalf of migrating departments.

While valuable new business solutions have been developed during these migrations, a backlog of additional requests has been uncovered for which the current authorized contract amount is necessary for delivery. This proposed action therefore requests the change of contract authorized amount as indicated.

## **Procurement information**

This solicitation was advertised to the general public via a formal competitive Request for Proposal (RFP) No. RTA/RP 0169-17 on April 9, 2018. In response to this competitive Request for Proposals, 17 firms submitted proposals on August 14, 2018, that were subsequently reviewed and evaluated using price, past performance, and technical factors as the evaluation criteria. Slalom, LLC’s proposal was determined by the proposal evaluation committee to be the proposal that best met the proposal evaluation criteria, offered the best value, and was in the best interest to Sound Transit.

When originally awarded, this proposed contract was for an initial five year term from 2019 to 2024 along with five optional one-year extensions. The proposed rates by Slalom, LLC were determined to be fair and reasonable based on competitive quoting and reasonable comparability to other bidders at that time and comparison to the ICE. The current rates are still fair and reasonable based on the market and previous experience. The contractor is performing in a satisfactory manner. There have been no changes in the contractual requirements nor have there been any other changes in the market which would directly affect the cost of the contract or make re-solicitation of the requirement more advantageous to Sound Transit. The requested modification is within the original scope of the contract.

## **Fiscal information**

This action is within the authorized project allocation and sufficient monies remain after approval of this action to fund the remaining work in the administrative capital phase. There are no applicable taxes.

The authorized project allocation for the Information Technology Program is \$113,535,530. Within the administrative capital phase, \$6,000,000 has been allocated to the budget line item for SharePoint Migration. The action would commit \$670,000 to this line item and leave a budget balance of \$205,000.

Note: The original contract included \$517,625 as a provision for applicable taxes, however none exist for this contract and that provision has been removed, denoted by the asterisk in the table below.

**Information Technology (IT) Program**  
(in thousands)

Project Phase	Authorized Project Allocation	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Operating and Maintenance	\$4,909	\$1,982	\$	\$1,982	\$2,926
Agency Administration	7,110	4,613		4,613	2,497
Admin Capital	\$101,517	\$34,511	\$670	\$35,181	\$66,336
<b>Total Current Budget</b>	<b>\$113,536</b>	<b>\$41,106</b>	<b>\$670</b>	<b>\$41,776</b>	<b>\$71,759</b>

Admin Capital Phase	Authorized	Board	This Action	Board	Uncommitted /
Sharepoint Migration	\$6,000	\$5,125	\$670	\$5,795	\$205
Other Admin Capital	95,517	29,386		29,386	66,131
<b>Total Current Budget</b>	<b>\$101,517</b>	<b>\$34,511</b>	<b>\$670</b>	<b>\$35,181</b>	<b>\$66,336</b>

Slalom, LLC	Board Approvals to Date	Approved Contract Status	Proposed Action	Total for Board Approval
Contract Amount	\$5,125	\$5,125	\$670	\$5,795
Estimated Taxes	0*	0*		
Contingency Amount	-	-	-	-
<b>Total Contract (plus estimated taxes)</b>	<b>\$5,125</b>	<b>\$5,125</b>	<b>\$670</b>	<b>\$5,795</b>

**Notes:**

Board Approvals = Committed To-Date + Contingency as of October 2021.

For detailed project information, see page 205 in the 2021 Financial Plan & Adopted Budget.

\*Original contract provided for applicable taxes however none exist for this contract.

## 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.

### Public involvement

Not applicable to this action.

### Time constraints

A one-month delay would not materially impact the project schedule. However, it creates risk of inefficiencies if the consultant project team is required to furlough assigned resources.

## **Prior Board/Committee actions**

Motion No. M2019-26: Authorized the chief executive officer to execute a contract with Slalom, LLC to provide SharePoint 2010 migration to SharePoint Office 365 and on-going support services in the amount of \$5,125,000 plus applicable taxes.

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**Environmental review** – KH 11/22/21

**Legal review** – AJP 11/24/21



## Motion No. M2021-72

A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract modification with Slalom, LLC to increase the authorized contract amount for the SharePoint Microsoft 365 migration and solution services in the amount of \$670,000 for a new total authorized contract amount not to exceed \$5,795,000.

### Background

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### **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 a contract modification with Slalom, LLC to increase the authorized contract amount for the SharePoint Microsoft 365 migration and solution services in the amount of \$670,000 for a new total authorized contract amount not to exceed \$5,795,000.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 2, 2021.

  
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Paul Roberts  
Rider Experience and Operations Chair

**Attest:**

  
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Kathryn Flores  
Board Administrator