

SOUND TRANSIT

MOTION NO. M99-91

**Contract Award for Information and Telecommunications Technology Consulting Services
BACKGROUND AND COMMENTS**

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	12/2/99	Discussion/Possible Action	Jan Hendrickson, Director of Finance and Administration Ayele Dagne, IS Manager	398-5097 689-3390

ACTION:

Approval to award contracts for Information and Telecommunications Technology Consulting Services to Seitel Leeds and Associates and to Moss Bay Group in response to RTA/FA RFQ 115-99 for a total amount not to exceed \$250,000. The contracts would be for an initial two years with an option to extend for an additional one year.

BACKGROUND:

Sound Transit relies heavily on information systems including telecommunications to get day to day activities accomplished. Highly advanced expertise is required to get these systems running reliably and securely. Due to the complexity of data and telecommunications systems, it is imperative that the appropriate level of expertise be utilized in all areas of information and telecommunications technology planning, deployment and ongoing management. This includes computer hardware and software configuration; network configuration and management; system security, disaster recovery planning and implementation; telecommunications planning, design and implementation; applications analysis, design, development, deployment and maintenance to support all phases of the Sound Move Program.

A Request for Qualifications requesting proposals from firms qualified and interested in providing Information and Telecommunications Technology Consulting Services on an on-call basis was released. The intent of this solicitation was to provide Sound Transit with qualified firms that would be under contract to provide all of the various Information and Telecommunications technology consulting services on an "on-call" basis for a variety of information and telecommunications technology systems and projects.

The contract term was written for two years with the option to extend for one additional year. Of the seven bids received, two firms were selected to be awarded contracts: Seitel Leeds Associates and Moss Bay Group. The expenditure of \$250,000 for information and telecommunication technology consulting services is based on both actual similar expenditures for 1998 and 1999 and current work plans.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- ◆ Adoption of Sound Move, the ten-year Regional Transit System Plan (May 31, 1996)

- ◆ Resolution No. 78-1 (April 9, 1998) authorizing the Finance Committee to approve award of contracts up to \$5,000,000
- ◆ Adoption of Fiscal Year 2000 Budget (November 18, 1999)

FUNDING:

The funds that will be used to pay for these technology consulting services presently exist in the operating budgets of the Finance and Administration Department of Sound Transit.

SCOPE OF WORK

The Request for Qualifications documents called for proposals from firms qualified and interested in providing Information and Telecommunications Technology Consulting Services on an on-call basis. These services include, but are not limited to:

- Applications Design, Development, Implementation & Support
- Database Design, Development, Administration, Tuning and Conversation
- Disaster Recovery Planning, Implementation and Testing
- Telecommunications Design, Deployment and Support
- Network Design, Implementation, Monitoring, Tuning and Support
- Project Management and Long Range Planning
- Specialized Hardware Support
- Specialized Software Support

The contract allowed for more than one firm to be awarded a contract, if it were deemed that no one firm had all the listed competencies.

PROCUREMENT AND SELECTION PROCESS

The procurement process was a competitive Request for Qualification process. The RFQ was advertised and seven proposals were received by the closing date of September 24, 1999. An evaluation committee was set up and the proposals were evaluated as to firm experience and history, knowledge and experience of key individuals, project approach, capacity and project organization, small business participation, EEO commitment, subconsultant plan and cost. Two firms were selected because they were found to be capable of performing the required technology consulting services as measured by above criteria.

ALTERNATIVES:

The alternatives would be to try to bring in expertise in a reactive crisis management mode or to hire and train adequate staff to acquire all the required expertise. The latter has been evaluated as less practical and more expensive than outsourcing. The former is reactionary and tends to be more expensive and may produce unmanageable systems, which will cost even more to maintain.

CONSEQUENCES OF DELAY:

The work envisioned under this contract would increase in importance as the agency grows and relies even more on technology. Delay in a decision would mean that we will have to continue to rely on bringing in consulting services in a reactive crisis mode, instead of proactively solving problems.

LEGAL REVIEW:

The Background Comments and Motion have been reviewed and approved by the Legal Department.

SOUND TRANSIT

MOTION NO. M99-91

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute contracts for Information and Telecommunications Technology Consulting Services with Seitel Leeds and Associates and Moss Bay Consultants in an amount not to exceed \$250,000.

Background:

Sound Transit relies heavily on information systems including telecommunications to get day to day activities accomplished. Due to the complexity of data and telecommunications systems, it is imperative that the appropriate level of expertise be utilized in all areas of computer hardware and software, network and systems configuration and management, telecommunications planning and implementation to support all phases of the Sound Move Program.

An RFQ requesting Statements of Qualifications from firms qualified and interested in providing Information and Telecommunications technology consulting services on an on-call basis was released. The intent of this solicitation was to provide Sound Transit with qualified firms that would be under contract to provide all of the various Information and Telecommunications technology consulting services set forth below on an "on-call" basis for a variety of information and telecommunications technology systems and projects.

The contract term was written for two years with the option to extend for one additional year. Of the seven proposals received, two firms were selected to be awarded contracts: Seitel Leeds and Associates and Moss Bay Group for a total amount not to exceed \$250,000. The expenditure of \$250,000 for information and telecommunication technology consulting services is based on both actual similar expenditures for 1998 and 1999 and current work plans.

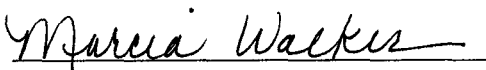
Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that contracts for information and telecommunication technology consulting services be awarded to Seitel Leeds and Associates and to Moss Bay Group for an initial two years with an option to extend for an additional one year for total amount not to exceed \$250,000.

Approved by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 2 day of December 1999.


Greg Nickels
Finance Committee Chair

ATTEST:


Marcia Walker
Board Administrator