

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-115

Karl Haberl, dba Critical Path Systems Consultants, Contract Amendment

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	10/3/02	Discussion/Possible Action	Hugh Simpson, Chief Financial Officer Steve Jacobson, Project Control Manager	(206) 398-5082 (206) 398-5440

Contract/Agreement Type:		Requested Action:	
Competitive Procurement	3	Execute New Contract/Agreement	3
Sole Source	3	Amend Existing Contract/Agreement	3
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

4 Applicable to proposed transaction.

OBJECTIVE OF ACTION

To add on-call support and consulting services to the existing contract with Karl Haberl, dba Critical Path Systems Consultants, to complete integral tasks in support of the integration between the Agency Project Control Management System and Financial System, and to complete essential agency project control tasks through December 31, 2002.

ACTION

Authorize the Executive Director to execute a contract amendment with Karl Haberl, dba Critical Path Systems Consultants, to provide additional on-call consulting services to complete critical tasks in support of the integration of the Agency Project Control Management System and Financial System, adding the amount of \$70,000 for a total contract amount not to exceed \$419,000.

KEY FEATURES

- Provides for timely completion of the project control management system implementation and transfer of knowledge from consultant to Sound Transit staff.
- Tasks yet to be concluded include completing software functionality implementation and testing, documenting business processes and procedures, handing off project knowledge to newly hired Sound Transit staff and supporting the agency project control manager in the development of the project control function.
- Resources for these additional tasks were not included in the contract amendment approved in May 2002 because it was anticipated another vendor would complete these tasks. However, this consultant has demonstrated they have the capacity, expertise and

knowledge needed by the agency to complete the implementation of the agency project control function.

BUDGET IMPACT SUMMARY

Project Description: Project Control Support

Current Status: On-going

Projected Completion Date: December 31, 2002

Action Outside of Adopted Budget:	Y/N	Y	Requires Comment
This Line of Business	N		
This Project	N		
This Phase	N		
This Task	N		
Budget amendment required	N		
Key Financial Indicators:	Y/N	Y	Requires Comment
Contingency funds required	N		
Sub-area impacts	N		
Funding required from other parties other than what is already assumed in financial plan	N		

N = Action is assumed in current Board-adopted budget. Requires no budget action or adjustment to financial plan

BUDGET DISCUSSION

Funding for this scope of work is included in Sound Move and in the FY2002 Budget. The term of this extension runs through December 31, 2002. Therefore, the total amount of this amendment is included within the amount budgeted for 2002.

REVENUE, SUBAREA , AND FINANCIAL PLAN IMPACTS

Passage of this motion will cause no adverse impacts to the agency's financial plan.

Summary of Budget Impact of This Action

Summary for Board Action (Year of Expenditure \$000)

Action Item: Contract with Critical Path Systems For Project Control Support

	(A)	(B)	(C)	(D)
	Current			Proposed Total
Contract Budget	Approved			Contract Value
	Contract Value	Spent to Date	Proposed Action	
1 Critical Path Systems	349	345	70	419
2 Contingency	0	-	-	-
3 Total	349	345	70	419
4 Percent Contingency	0%	0%	0%	0%

Contract to be Charged to:

Direct Charge Budget	2002 Capital Budget	Spent to Date in 2002	This Action for 2002	2002 Suplus (Shortfall)
6 Regional Express	5,037	403	15	4,619
7 Sounder	5,612	323	20	5,269
8 Link	4,636	694	35	3,907
9 Total Direct Charge Budgets	15,285	1,420	70	13,795

Budget Shortfall

	Level	\$	Revenues	Funding Source
10	NA	-	-	NA

Notes

- 1 Base proposed contract value
- 2 Base proposed contingency value
- 3 Total proposed contract plus contingency
- 4 Contingency as % of total contract value
- 5 Detail of where contract will be charged
- 6 Account, with budget detail, to which contract will be charged
- 7 Account, with budget detail, to which contract will be charged
- 8 Account, with budget detail, to which contract will be charged
- 9 Summary of funding for budget shortfall, if any.

HISTORY OF PROJECT

On-Call consulting services with Karl Haberl, dba Critical Path Systems Consultants, were obtained through a competitive procurement in June of 2001, for a one-year period with options for three one-year extensions, in the amount of \$150,000. In February of 2002 an additional \$49,000 was added to the contract amount to bring it to a new total of \$199,000.

In May of 2002, the agency exercised the first option to extend the contract through December 31, 2002, and added \$150,000 to continue on-call support and consulting services to maintain existing Access databases, troubleshoot and support the JD Edwards database and support the JD Edwards integration to the Agency Project Control Management System.

Detailed Contract Scope includes: DataMirror Replacement, Enhance Previous Period Refresh, Synchronization with Accounting Cycle, Data Integrity Validation, Contract Locking during Validation, Regional Express Conversions, Sounder Conversions, Reporting Troubleshooting and Support, Finalize User Documentation, Create Support Documentation, Create Technical Documentation, Creating Credit Memos in Expedition, Tracking Betterments, Enhancements to Current Diversity Tracking System, ROW Conversions, Legal Conversions, Other non-LOB Conversions, Security Enhancements, Other Enhancements, Integration Auditing Features, Enhance Reporting Speed, Allow for early closure of Reporting Cycle, Handling Tax in Expedition, Handling Retainage in Expedition, Correcting for Rounding Errors.

**Prior Board or Committee Actions
and Relevant Board Policies**

Motion or Resolution Number	Summary of Action	Date of Action
Motion No. M2002-05	Authorizing the Executive Director to amend a contract with Karl Haberl to provide continuing on-call consulting services to maintain existing Access databases, troubleshoot and support the JDE database and support the JD Edwards integration to the Agency Project Control Management System, extending the contract date to December 31, 2002 and adding the amount of \$150,000 for a total contract amount not to exceed \$349,00.	5/2/02

M/W/DBE – SMALL BUSINESS PARTICIPATION

Karl Haberl, dba Critical Path Systems Consultants, is a small business.

ALTERNATIVES:

- Rely on internal staff to maintain existing databases as time and resources permit.
- Hire alternative consultants or staff to work with Parsons Brinkerhoff and supplement staff on the integration. This would involve a costly learning curve.

CONSEQUENCES OF DELAY:

- Delay in approving this amendment will leave agency personnel without resources for specific system and process related project control support.
- Completion of initial functionality of the Project Control reporting portal would be delayed, resulting in a delay in the completion of the implementation of the Agency Project Management System.

LEGAL REVIEW:

JDW 9/25/02

SOUND TRANSIT

MOTION NO. M2002-115

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to execute a contract amendment with Karl Haberl, dba, Critical Path Systems Consultants for on-call support and consulting services in the amount of \$70,000, for a new total authorized contract amount not to exceed \$419,000.

Background:

On-Call consulting services with Karl Haberl, dba, Critical Path Systems Consultants were obtained through a competitive procurement in June of 2001, for a one-year period with options for three one-year extensions, in the amount of \$150,000. In February of 2002 an additional \$49,000 was added to the contract amount to bring it to a new total of \$199,000.


In May of 2002, the agency exercised the first option to extend the contract through December 31, 2002, and added \$150,000 to continue on-call support and consulting services to maintain existing Access databases, troubleshoot and support the financial database and support the financial system integration to the Agency Project Control Management System.

This action proposes to add on-call support and consulting services to the existing contract. Tasks to be completed include completing software functionality needs, documenting business processes and procedures, handing off project knowledge to newly hired staff and supporting the agency project control manager in the project control function.

Motion:

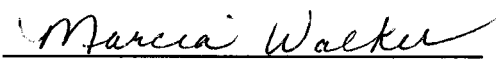
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute a contract amendment with Karl Haberl, dba, Critical Path Systems Consultants for on-call support and consulting services in the amount of \$70,000, for a new total authorized contract amount not to exceed \$419,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 3, 2002.



Kevin Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator