

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-55

Karl Haberl Contract Amendment

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	5/2/02	Discussion/Possible Action	Hugh Simpson, CFO	(206) 398-5082

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 continue on-call support and consulting services contract with Karl Haberl, 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, through December 31, 2002.

ACTION

Authorize the Executive Director to execute a contract amendment with Karl Haberl to provide on-call 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, extending the contract date to December, 31, 2002 and adding the amount of \$150,000 for a total contract amount not to exceed \$349,000.

KEY FEATURES

- Authorizes the Executive Director to execute a contract amendment with Karl Haberl for on-call consulting services to maintain existing Access databases, troubleshoot and support the JD Edwards database and support the JD Edwards integration to the Agency Contract Management System for an amount not to exceed \$150,000, with a new total contract amount not to exceed \$349,000.
- Extends the contract date to December 31, 2002.
- Scope includes: Requirements analysis, business process flow analysis, consensus building, documentation, training, trouble shooting and support related to existing Access databases, JD Edwards database, and JD Edwards integration to the Agency Project Management System.

Initial on-call contract dollars have been depleted assisting Parsons Brinkerhoff on the implementation of the Agency Project Management System, report writing, and consensus building.

This amendment will give staff an avenue to obtain consulting assistance as needed for various Access databases, additional report writing and existing report refinement for the Project Control reporting module, supplement staff on the JD Edwards integration to the Agency Project Management System and completion of various financial functionality requirements, e.g. grant accounting module for the FFGA and revised working budget development module.

SUMMARY OF BUDGET IMPACT OF THIS ACTION

Staff Operating: Finance & Information Services
Project Description: System Implementation and Refinement

Action Outside of Adopted Budget:	Y/N	Y Requires Comment
Agency	N	
This Department/LOB	N	
Budget amendment required	N	
Key Financial Indicators:	Y/N	Y Requires Comment
Contingency funds required	N	
Subarea impacts	N	
Funding required from other parties other than what is already assumed in financial plan	N	

N – Action assumed in 2002 budget. Requires no budget action or adjustment to financial plan

BUDGET DISCUSSION

The existing budget for Finance & Information Services Department projects, found on page 296 of the 2002 Adopted Budget, contains sufficient funds for this task (see following table). Funding for this contract will not endanger the funding of other required work for the department in 2002. Actual spent year-to-date costs are through March, 2002.

REVENUE, SUBAREA , AND FINANCIAL PLAN IMPACTS

All costs included in this contract are funded through the agency’s 2002 staff operating budget and included in the 2002 financial plan.

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

Action Item: Karl Haberl Contract Analysis

	Current Board Adopted (A)	Year-To-Date Spent (B)	This Action (C)	Total Spent & Action (D)	Uncommitted (Shortfall) (E)
Staff Operating					
1 Executive	2,686	334	-	334	2,352
2 Board Administration	634	123	-	123	511
3 Legal	2,208	350	-	350	1,858
4 Administration	7,865	1,242	-	1,242	6,623
5 Communications	6,545	787	-	787	5,758
6 Finance and IS	8,163	1,021	150	1,171	6,992
7 Sounder	2,268	267	-	267	2,001
8 Link	9,725	1,384	-	1,384	8,341
9 Regional Express	3,796	573	-	573	3,223
10 Central Costs	3,461	621	-	621	2,840
11 Total 2002 Budget	47,351	6,702	150	6,852	40,499

	Approved Contract Value (F)	Spent to Date (G)	Proposed Action (H)	Total Contract Value (I)
12 Karl Haberl	199	193	150	349
13 Contingency	0	0	-	-
14 Total	199	193	150	349
15 Percent Contingency	0%	0%	0.0%	0.0%

Budget Shortfall/Savings	\$ (J)	Potential Revenues (K)	Funding Source (L)
NA	-	-	NA

Notes: Notes for applicable lines

- 1-10 2002 Department Budgets
- 11 2002 Adopted Staff Operating Budget
- 12 Proposed contract value
- 13 Proposed contingency value
- 14 Total proposed contract plus contingency
- 15 Contingency as % of total contract value

HISTORY OF PROJECT

On-Call consulting services with Karl Haberl 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.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Karl Haberl is a small business and will perform 100% of this contract.

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), or rely on internal staff as time and resources permit.

CONSEQUENCES OF DELAY:

- Delay in approving this amendment will leave agency personnel without Access database resources.
- Progress on the Project Control reporting portal would be held up, resulting in a delay in the completion of the Agency Project Management System.

LEGAL REVIEW:

JW 4/22/02

SOUND TRANSIT

MOTION NO. M2002-55

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority 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 \$349,000.

Background:

On-call consulting services with Karl Haberl 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.

Initial on-call contract dollars have been depleted assisting Parsons Brinkerhoff on the implementation of the Agency Project Management System, report writing, and consensus building.

This amendment will give staff an avenue to obtain consulting assistance as needed for various Access databases, additional report writing and existing report refinement for the Project Control reporting module, supplement staff on the JD Edwards integration to the Agency Project Management System and completion of various financial functionality requirements, e.g. grant accounting module for the FFGA and revised working budget development module.

Scope includes: Requirements analysis, business process flow analysis, consensus building, documentation, training, trouble shooting and support related to existing Access databases, JD Edwards database, and JD Edwards integration to the Agency Project Management System.

Motion:

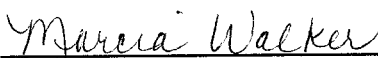
It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director is authorized to execute an amendment to the existing contract with Karl Haberl to provide continuing on-call consulting services to the agency, extending the contract date to December 31, 2002 and adding the amount of \$150,000 for a total contract amount not to exceed \$349,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 2, 2002.

ATTEST:



Kevin Phelps
Finance Committee Chair



Marcia Walker
Board Administrator