

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2006-07**

**Contract for Procurement of Information Technology Support Services**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Finance Committee	1/19/06	Discussion	Hugh Simpson, CFO	(206) 398-5082
Board	1/26/06	Discussion/Possible Action	<b>Kevin Crawford,</b> <b>IT Division Manager</b>	(206) 398-5137

<b>Contract/Agreement Type:</b>	<b>✓</b>	<b>Requested Action:</b>	<b>✓</b>
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

**PROJECT NAME**

Information Technology Support Services

**PROPOSED ACTION**

Authorizes the Chief Executive Officer to execute a contract with Greythorn, Inc. to provide information technology support services, for a three-year term and a total authorized contract amount not to exceed \$704,325.

**KEY FEATURES of PROPOSED ACTION**

- This contract will authorize the Information Technology (IT) division to provide on-going support and procurement of consulting services for help desk, MAC and specialist support over a three-year period.
  - This is not a request for additional services, as these services are currently provided through another mechanism.
  - These services are also evaluated on an on-going needs basis to ensure that the appropriate level of services is being used.
- A Request for Proposal (RFP) was issued, with Greythorn, Inc. chosen as the vendor in December 2005. The RFP:
  - requires the vendor to ensure service requirements are met as stated in the RFP;
  - allows for growth/contraction of services (as required by business needs); and
  - provides continuity for services provided by vendor.
- Using individual engagements require that multiple procurements be re-accomplished every year. This requires training of new consulting staff and effectively reduces their productivity for the first couple months on the job.
  - NOTE: IT roster engagements were designed for short-term, project related work and not long-term on-going needs.

## **BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

## **BUDGET and FINANCIAL PLAN DISCUSSION**

The proposed action is consistent with the current adopted budget and is affordable within the agency's long-term financial plan and sub area financial capacity. The action will have no new revenue impact on Sound Transit.

The budget for this item is included in the Technology and Computer Consulting Services account of the IT staff budget. Funding for the second and third years of the contract will be included in future budgets.

## **BUDGET TABLE**

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

Action Item: IT Roster

	(A)	(C)	(D)
Contract Budget:	Current Approved Contract Value	Proposed Action	Proposed Total Contract Value
IT Roster	-	704	704
Contingency			-
Total	-	704	704
Percent Contingency	0%	0.00%	0.00%

Accounts to be charged:	2006 Staff Budget	Future Staff Budgets	Total
TechnologyComputer Consulting Services	234	470	704
			-
			-
TOTAL CONTRACT CHARGES:	234	470	704

### **Budget Shortfall**

Level	\$	Potential Revenues	Funding Source
NA	-	-	NA

### **Notes**

The budget for this item is included in the Technology and Computer Consulting Services account of the IT staff budget, page 190.

## **M/W/DBE – SMALL BUSINESS PARTICIPATION**

Proposers were not asked to provide a plan for subcontracting because it was determined that subcontracting was infeasible and improbable for the scope of work and services that would be performed on this contract. M/W/DBE and small business firms were solicited to propose and did propose on this RFP. Greythorn is not an M/W/DBE or small business.

### Prime Contractor EEO Commitment

Greythorn, Inc is committed to Equal Employment Opportunity and Affirmative Action. Greythorn currently employs 10% people of color and 33% women within its workforce.

### **PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION**

This contract will authorize the Information Technology division to provide on-going support and procurement of consulting services for help desk, MAC and specialist support over a three-year period. This is not a request for additional services, as these services are currently provided through another mechanism. These services are also evaluated on an on-going needs basis to ensure that the appropriate level of services is being used. A Request for Proposal (RFP) was issued, with Greythorn, Inc. chosen as the vendor in December 2005.

Sound Transit currently utilizes individual consultant engagements to procure services for Help Desk, Workstation, MAC and Specialist support. Using individual engagements require that multiple procurements be re-accomplished every year, requiring training of new consulting staff and effectively reducing their productivity for the first couple months on the job. This contract will improve staff productivity and optimize the best use of technology resources.

### **CONSEQUENCES of DELAY**

A delay in contract approval will prevent the Information Technology division from continuing to provide help desk, specialist, and MAC support past January 2006, as required by Sound Transit.

### **ENVIRONMENTAL COMPLIANCE**

Not applicable to this action.

### **LEGAL REVIEW**

JW 1/10/06

## SOUND TRANSIT

### MOTION NO. M2006-07

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Greythorn, Inc. to provide information technology support services, for a three-year term and a total authorized contract amount not to exceed \$704,325.

#### Background:

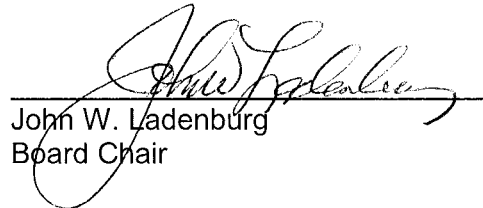
This contract will authorize the Information Technology division to provide on-going support and procurement of consulting services for help desk, MAC and specialist support over a three-year period. This is not a request for additional services, as these services are currently provided through another mechanism. These services are also evaluated on an on-going needs basis to ensure that the appropriate level of services is being used. A Request for Proposal (RFP) was issued, with Greythorn, Inc. chosen as the vendor in December 2005.

Sound Transit currently utilizes individual consultant engagements to procure services for Help Desk, Workstation, MAC and Specialist support. Using individual engagements require that multiple procurements be re-accomplished every year, requiring training of new consulting staff and effectively reducing their productivity for the first couple months on the job. This contract will improve staff productivity and optimize the best use of technology resources.

#### Motion:

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract with Greythorn, Inc. to provide information technology support services, for a three-year term and a total authorized contract amount not to exceed \$704,325.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 26, 2006.

  
John W. Ladenburg  
Board Chair

ATTEST:

  
Marcia Walker  
Board Administrator