

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2007-01

Contract Amendment for On-Call Development and Support Services

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	1/18/07	Discussion/Possible Action	Brian McCartan, CFO, Finance & Information Technology Kelly Priestley, Controller	(206) 398-5100 (206) 398-5479

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	<input checked="" type="checkbox"/>
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Finance and IT – Consultant and Management Services

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Kraght Snell, PS to provide on-call development and support services for the JD Edwards – Enterprise One System in the amount of \$180,000, for a new total authorized contract amount not to exceed \$360,000; and to exercise an option to extend the term of the contract.

KEY FEATURES of PROPOSED ACTION

- The current contract ends on February 18, 2007; this action would exercise the first of two one-year options to extend the term of this contract through February 17, 2008. The additional amount being requested will provide funding to include both the first and second options. At this time, only the first option is being requested for execution.
- Kraght Snell, PS currently provides JD Edwards Enterprise One (E1) Applications Development and Support Services through a competitively procured contract.
- The scope of the contract includes
 - Assisting staff in developing business processes for automation in E1
 - Automating approved developed business processes in E1 utilizing standard tools and available functionality.
 - Coordinating with Sound Transit Financial and Information Technology staff in implementing functionality changes
 - Participating and occasionally leading testing of functionality changes
 - Documenting all changes in approved formal and training applicable staff on system changes.

- Assisting in troubleshooting system upgrades and implementation of electronic software updates.
- Understanding the complex reporting requirements of Sound Transit and providing support ascertaining GAAP requirements in reporting and disclosure.

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 subarea financial capacity. The action will have no new revenue impact on Sound Transit.

Expenditures for this contract will be charged to the Adopted 2007 Finance and IT Staff Department budget for Consultant and Management expenses of \$1.2M which includes the \$60K needed for this contract extension from the Adopted 2007 Budget. The \$120K needed for the remainder of this contract extension will be addressed in future year’s budgets. This budget can be found on page 178 of the Proposed 2007 Budget Book.

BUDGET TABLE

Summary for Board Action \$000

Action Item: Kraght/Snell Consulting

	(A) Current Approved Contract Value	(B) Spent to Date	Balance	(C) Proposed Action	(D) Proposed Total Contract Value
Contract Budget:					
Consulting	180	78	102	180	360
Contingency					-
Total	180	78	102	180	360

Accounts to be charged:	2007 Staff Budget	This Action 2007	This Action from Future Years Budget	Total
Finance & IT - Consulting Services	1,191	60	120	1,131
TOTAL CONTRACT CHARGES:	1,191	60	-	1,131

Notes

The Finance & IT Budget that includes funds for this contract can be found on page 178 of the Proposed 2007 Budget Book.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Kraght Snell, PS is a WBE/DBE firm and will perform 100% of the work for this contract.

EEO Commitment

Kraght Snell, PS workforce demographic profile is 100% women.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

Kraght Snell, PS competitively bid and was awarded a one-year contract with two one-year options to extend in 2004. The work was competitively procured again in 2005 and this firm submitted the successful bid and was awarded the new contract.

Over the past four years, Kraght Snell has assisted Sound Transit with the implementation of several JD Edwards Enterprise One applications; including general ledger, accounts payable, accounts receivable, grant accounting, change management, property management, fixed assets and integration with Primavera Expedition software.

As a subcontractor to Moss Adams, Kraght Snell was part of the initial implementation team that assisted staff with automating all major accounting processes in JD Edwards Enterprise One. This included assisting with the conversion from the legacy system Platinum.

As a direct contractor, this firm continues to implement additional processes as required by Sound Transit. Kraght Snell has provided support in the set-up of automated accounting instructions, established chart of accounts and set-up project work break down structures, provided report specifications and data table references. Other provided services included assisting with the upgrade to Enterprise One 8.10 and 8.12 and working with developers to apply modifications and test results. Additionally, the firm has provided troubleshooting and testing for several ESUs and uses Crystal Reports to query data.

Services provided include troubleshooting, collecting requirements, designing processes, configuring constants, setting processing options, entering order activity rules, creating task views and object versions, testing, writing test scripts, providing training, and preparing documentation.

Prior Board/Committee Actions on this Project

None.

CONSEQUENCES of DELAY

A delay in approving this action by February 18, 2007 would require existing staff to provide the Enterprise One support. It would delay support to users, causing inefficiencies in using software, implementation of additional software functionality, user dissatisfaction, and potential errors or findings in reported information. It would also result in reducing the accounting and treasury division's ability to meet the agency's required reporting needs.

PUBLIC INVOLVEMENT

Not applicable to this action.

ENVIRONMENTAL COMPLIANCE

Not applicable to this action.

LEGAL REVIEW

JW 12/13/06

SOUND TRANSIT

MOTION NO. M2007-01

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Kraght Snell, PS to provide on-call development and support services for the JD Edwards – Enterprise One System in the amount of \$180,000, for a new total authorized contract amount not to exceed \$360,000; and to exercise an option to extend the term of the contract.

Background:

Kraght Snell, PS competitively bid and was awarded a one-year contract with two one-year options to extend in 2004. The work was competitively procured again in 2005 and this firm submitted the successful bid and was awarded the new contract.

Over the past four years, Kraght Snell has assisted Sound Transit with the implementation of several JD Edwards Enterprise One applications; including general ledger, accounts payable, accounts receivable, grant accounting, change management, property management, fixed assets and integration with Primavera Expedition software.

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Services provided include troubleshooting, collecting requirements, designing processes, configuring constants, setting processing options, entering order activity rules, creating task views and object versions, testing, writing test scripts, providing training, and preparing documentation.

Motion:


It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with Kraght Snell, PS to provide on-call development and support services for the JD Edwards – Enterprise One System in the amount of \$180,000, for a new total authorized contract amount not to exceed \$360,000; and to exercise an option to extend the term of the contract.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 18, 2007.



Fred Butler
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator