

MOTION NO. M2018-65
Contract for Information Capture System

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	06/07/2018	Final Action	Mike Harbour, Deputy CEO Jason Weiss, Chief Information Officer

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Intelligent Content Solutions, LLC, a Carahsoft Technology Corporation authorized reseller, to provide a Kofax, Inc. information capture system for a total authorized contract amount not to exceed \$1,016,671 plus applicable taxes.

KEY FEATURES SUMMARY

- This action is a “piggyback” contract through the master National Intergovernmental Purchasing Alliance (National IPA) contract with Carahsoft Technology Corporation. Intelligent Content Solutions, LLC (ICS) is authorized under the master contract to submit quotes and accept contracts on behalf of the vendor, Carahsoft Technology Corp.
- This action will allow procurement of the Kofax Inc. information capture product along with implementation and maintenance services performed by ICS.
- Information capture software can be used by various agency departments to make processes involving paper documents more efficient. Sound Transit’s Accounts Payable will use the capture software to automate and enhance the efficiency of processing invoices.
- Using the National IPA contract allows Sound Transit to take advantage of significant discounts off list prices afforded by this multi-agency procurement mechanism.
- The National IPA contract term is through May 2019, with a one-year option to extend. Funds requested will provide funding through the end of the extension available.
- Applicable taxes are currently estimated to be \$102,684.

BACKGROUND

Sound Transit's commitment to an ambitious system expansion requires the agency to successfully deliver multiple and more extensive projects simultaneously. In support of needs for continuous process improvement, the agency aims to replace paper-based and manual processes with digital solutions to improve operational efficiency and support internal and external collaboration.

Document capture is the process of scanning and capturing content from documents, electronic forms, and other forms of unstructured data to extract relevant data elements and transform them into actionable information that serve a specific business goal or purpose. Data elements extracted from documents are fed into databases or line of business systems, often to trigger workflows and outcomes.

Sound Transit assessed the ability of qualifying products to provide the desired functionality via extensive product demonstrations. The selection team identified Kofax Inc. as the product that would best suit the needs of the agency. Sound Transit's Accounts Payable group will be the first to adopt capture software to transform paper document handling processes for invoice payment.

The Accounts Payable initial implementation will scan and consume agency vendor invoice data and provide a digital invoice review process from end to end, also automating the data entry process into JD Edwards E1, saving the agency thousands of hours a year of inefficient manual, paper-based process flows.

The Kofax, Inc. information capture system will increase productivity and accelerate document processes by removing the need for manual review and data extraction, routing, and classification. The agency will be able to efficiently process more document transactions each day and improve information capture for transaction processing. Additionally, Kofax, Inc. provides detailed reporting and system performance management functions to ensure data accuracy and visibility.

PROCUREMENT INFORMATION

The subject software and implementation services will be procured via a “piggyback” on National IPA Contract No. R150402 dated June 1, 2015, competitively awarded by Region 4 Education Service Center using price, past performance, and technical factors as evaluation criteria against the 23 proposals submitted. Sound Transit is able to leverage varying discounts off of list price: software is discounted at 7.83 percent, maintenance is discounted at 14.11 percent, implementation services are discounted 4.91 percent, and consultant services for any additional support is discounted at 18.934 percent.

FISCAL INFORMATION

The Intelligent Content Solutions, LLC, contract will receive funding from both capital and operating budgets. In the current year, the Information Technology Program will fund \$252,148 plus applicable taxes. The Finance and Information Technology (FIT) Department will fund the remaining contract amounts for future years. Funding for the additional years of the contract will be included in subsequent annual budgets submitted to the Board.

The authorized project allocation to date for the Information Technology Program is \$35,135,942. Within that amount \$23,189,430 has been allocated to the administrative capital phase. The proposed action would commit \$252,148 plus applicable taxes to this line item and will leave a remaining uncommitted balance of \$4,047,653.

Contract Detail for Intelligent Content Solutions, LLC
(in thousands)

Contract Detail	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amounts - Information Technology Program	\$	\$	\$252	\$252
Contract Amounts -Finance and Information Technology Department	\$	\$	\$765	\$765
Contingency Amount	-	-	-	-
Estimated Tax			\$103	\$103
Total Contract (plus estimated taxes)	\$	\$	\$1,119	\$1,119
Percent Contingency	0%	0%	0%	0%

Information Technology Program Project Phase	2018 Authorized Project Allocation	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Operation+Maintenance	\$315	\$	\$	\$	\$315
Admin Capital	23,189	18,864	278	19,142	4,048
Agency Administration	4,572	1,507		1,507	3,065
Preliminary Engineering	7,059	1,221		1,221	5,838
Total Current Budget	\$35,136	\$21,592	\$278	\$21,870	\$13,266

Finance and Information Technology Department	Proposed Action 2018 Spending	Proposed Action Future Spending
Services	\$	\$842

Notes:

Finance and Information Technology Department funding for this action is for future years and totals \$841,739. Amounts are expressed in Year of Expenditure.
Board Approvals = Committed To-Date + Contingency, and includes pending Board actions.
For detailed project information, see page 150 in the Adopted 2018 Transit Improvement Plan (TIP).

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract “piggybacks” onto the National IPA contract with Carahsoft Technology Corp., Sound Transit did not establish goals for participation.

PUBLIC INVOLVEMENT

Not applicable to this action

TIME CONSTRAINTS

A one-month delay would not create a significant impact to the project schedule.

ENVIRONMENTAL REVIEW

KH 5/18/2018

LEGAL REVIEW

AJP 6/1/2018

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer the chief executive officer to execute a contract with Intelligent Content Solutions, LLC, a Carahsoft Technology Corporation authorized reseller, to provide a Kofax, Inc. information capture system for a total authorized contract amount not to exceed \$1,016,671 plus applicable taxes.

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MOTION:

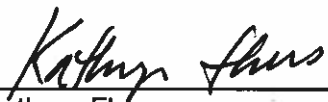
It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized the chief executive officer to execute a contract with Intelligent Content Solutions, LLC, a Carahsoft Technology Corporation authorized reseller, to provide a Kofax, Inc. information capture system for a total authorized contract amount not to exceed \$1,016,671 plus applicable taxes.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on June 7, 2018.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator