



## Motion No. M2019-113

### Contract Modification for Technology Software, Hardware, and Related Maintenance Services

| Meeting:                                | Date:      | Type of action: | Staff contact:                            |
|---|------------|-----------------|---|
| Rider Experience & Operations Committee | 12/05/2019 | Final Action    | Michael Harbour, DCEO<br>Jason Weiss, CIO |

### Proposed action

Authorizes the chief executive officer to execute a contract modification with Insight Public Sector, Inc. to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$2,000,000 for a new total authorized contract amount not to exceed \$5,180,000, plus applicable taxes.

### Key features summary

- Sound Transit currently has a “piggyback” contract based on the US Communities Master Contract with Insight Public Sector, Inc. (Insight) for a variety of items and services offered in the technology catalog including, but not limited to:
  - The replacement of aging small hardware and peripherals (such as keyboards and mice);
  - The purchase of new software, hardware and peripherals for approved agency projects for Sound Transit FTEs and consulting staff; and
  - Maintenance renewals for software licenses.
- The US Communities Master Contract has been executed through April 2021 and has two additional one-year options available.
- Using the “piggyback” contract that was competitively procured by US Communities allows Sound Transit to take advantage of a significant discount.
- The contract was initially entered into under the CEO’s authority to evaluate pricing and vendor performance. In July 2017, the contract was amended to add funds through Motion No. M2017-98.
- Insight is providing value to Sound Transit through product selection and pricing, adding funds will allow Sound Transit to continue purchasing from this vendor.
- The amount requested is expected to fund the contract through April 2021, dependent on staff growth and demand on the contract.
- Applicable taxes for this modification are currently estimated to be \$202,000; applicable taxes for the total contract are estimated to be \$523,180.

### Background

In August 2016, Sound Transit executed a contract under the US Communities Master Contract with Insight Public Sector, Inc. (Insight). The original contract was executed under the CEO’s authority in the amount of \$198,180 on August 22, 2016.

Insight's competitive pricing has allowed Sound Transit to purchase small peripherals, software maintenance, and new software licenses to meet the agency's needs and maximize the agency's overall budget for these purchases. The US Communities contract allows Sound Transit to take advantage of a significant discount afforded by this cooperative procurement mechanism.

## **Procurement information**

This is a "piggyback" on a US Communities Master Contract. US Communities' lead agency of Fairfax County, VA conducted a competitive solicitation process through a Request for Proposals published on August 12, 2015, and awarded to Insight on May 1, 2016, for a three-year initial term with four, one-year options to extend. The current contract expires in April 2021. This contract has rigorous supplier commitments to ensure supplier partners offer their best supplier government pricing which allows Sound Transit to negotiate even greater discounts than stated contract minimums.

## **Fiscal information**

The funding for work under this contract will be provided by capital project and the Information Technology department budgets. The equipment, materials and supplies described in this proposed action will be assigned on a task order basis after the budget is verified. Since the services will be rendered on an as-needed basis, the distribution of the costs will be determined as each task order is executed.

## **Disadvantaged and Small Business Participation**

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract "piggybacks" onto the US Communities contract with Insight, goals for participation were not established by Sound Transit.

## **Public involvement**

Not applicable to this action.

## **Time constraints**

A one-month delay would impact support services from the vendor.

## **Prior Board/Committee actions**

Motion No. M2017-98: Authorized the chief executive officer to execute a contract amendment with Insight Public Sector, Inc. to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$3,303,000 for a new total authorized contract amount not to exceed \$3,501,180.

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**Environmental review** – KH 11/26/19

**Legal review** – AJP 11/27/19

## Motion No. M2019-113

A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract modification with Insight Public Sector, Inc. to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$2,000,000 for a new total authorized contract amount not to exceed \$5,180,000, plus applicable taxes.

### Background

In August 2016, Sound Transit executed a contract under the US Communities Master Contract with Insight Public Sector, Inc. (Insight). Using the “piggyback” contract that was competitively procured by US Communities allows Sound Transit to take advantage of a significant discount. The original contract was executed under the CEO’s authority in the amount of \$198,180 to evaluate pricing and vendor performance. In July 2017, the contract was amended to add funds through Motion No. M2017-98.

Insight’s competitive pricing has allowed Sound Transit to purchase small peripherals, software maintenance, and new software licenses to meet the agency’s needs and maximize the agency’s overall budget for these purchases. The US Communities contract allows Sound Transit to take advantage of a significant discount afforded by this cooperative procurement mechanism.

The US Communities Master Contract has been executed through April 2021 and has two additional one-year options available. The amount requested is expected to fund the contract through April 2021, dependent on staff growth and demand on the contract.

The US Communities Master Contract with Insight will be used for a variety of items and services offered in the technology catalog including, the replacement of aging small hardware and peripherals (such as keyboards and mice), the purchase of new software, hardware and peripherals for approved agency projects for Sound Transit FTEs and consulting staff, and maintenance renewals for software licenses. Applicable taxes for this modification are currently estimated to be \$202,000; applicable taxes for the total contract are estimated to be \$523,180.

### Motion

It is hereby moved by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract modification with Insight Public Sector, Inc. to provide technology software, hardware, peripherals, and related maintenance services in the amount of \$2,000,000 for a new total authorized contract amount not to exceed \$5,180,000, plus applicable taxes.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 5, 2019.

  
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Paul Roberts  
Rider Experience and Operations Chair

Attest:

  
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Kathryn Flores  
Board Administrator