

Motion No. M2019-26

Contract for SharePoint migration services

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	04/04/2019	Recommend to Board	Michael Harbour, DCEO
Board	4/25/2019	Final action	Jason Weiss, CIO

Proposed action

Authorizes the chief executive officer to execute a contract with Slalom, LLC to provide SharePoint 2010 migration to SharePoint Office 365 and on-going support services in the amount of \$5,125,000 plus applicable taxes.

Key features summary

- Sound Transit currently uses SharePoint 2010 as its primary instance of SharePoint. Microsoft plans to end support for SharePoint 2010 in 2020, compelling Sound Transit to complete an upgrade prior to the end of support.
- The upgrade to SharePoint Online will provide a platform for Sound Transit to:
 - Improve collaboration with colleagues, partners and customers, including new document management for cross-functional project teams
 - Enable users to access information quickly
 - Adhere to industry, state and Sound Transit document retention schedules
 - Reduce paper documents and manual processing
 - Accelerate workflow throughput and enhance visibility for items in workflows
 - Permit the easy access to information from anywhere - at the office, at home or from a mobile device
 - Provide a consistent Sound Transit branded look and user experience.
- The selected vendor will:
 - Partner with agency departments and teams to facilitate content cleanup through the reduction of redundant and obsolete information prior to the migration.
 - Identify stakeholder requirements and develop the SharePoint sites and process to deliver streamlined business solutions.
 - Use scripts and third party tools to migrate the site content into new workspaces built on the Office 365 platform.
 - Assist in user and team training to educate users on SharePoint governance and best practices along with providing methods for new requests and features.
- At the end of the project, Sound Transit Information Technology will decommission the old SharePoint 2010 platform while supporting the new SharePoint 2016 (O365) platform.

- Applicable taxes are currently estimated to be \$517,625.

Background

Because Microsoft is ending support for the SharePoint 2010 platform, Sound Transit plans to migrate on-premises SharePoint 2010 sites to SharePoint Online and Office 365.

Delivery of business process improvements and workflows will be designed to allow all Sound Transit departments and teams to efficiently meet their goals and deliverables. This will align better with Sound Transit's intent to effectively deliver on capital projects. Due to this change in site architecture as well as the transition to a new technology format, Sound Transit requires the support of external consultants to help write scripts and provide other technological support for the transition to SharePoint Online.

Three million dollars of the overall contract is for migrating all 2010 sites to the new online platform while the remainder of the contract will be utilized to enhance business transformation and assist in streamlining efficient business processes and day-to-day operations within all agency departments and teams. With the guidance and assistance from agency staff, the approved vendor will remove all no longer needed content, migrate all relevant sites and data to the new online environment, and will work with business sponsors and subject matter experts to construct SharePoint Online to support the ever growing and changing business processes. In depth training will be a major focus of this effort to help educate and assist all agency staff on best practices for utilizing SharePoint online moving forward. By taking this opportunity to align the technology space with the business, Sound Transit can provide improved services to the entire agency.

Procurement information

This service was advertised to the general public via a formal competitive bid Request for Proposal (RFP) No. RTA/RP 016-17 on April 9, 2018. In response to this competitive bid request, 17 proposals were received on August 14, 2018, and subsequently reviewed and evaluated using price, past performance, and technical factors as the evaluation criteria. Slalom, LLC is recommended by the evaluation committee as the best value proposal submitted.

Fiscal information

The authorized project allocation to date for the Information Technology Program project is \$35,135,972. Within that amount, \$27,591,105 has been allocated to the admin capital phase. The proposed action would commit \$5,125,000 plus applicable taxes and leave a remaining phase budget of \$1,390,010.

Information Technology Program

(In thousands)

Project Phase	Authorized Project Allocation	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Admin Capital	\$27,591	\$20,559	\$5,643	\$26,202	\$1,390
Agency Administration	4,425	2,452		2,452	1,974
Prelim Engineering/Env Review	3,119	1,377		1,377	1,742
Total Current Budget	\$35,136	\$24,387	\$5,643	\$30,030	\$5,105

Admin Capital Phase	Authorized	Board	This Action	Board	Uncommitted /
Sharepoint Migration	\$6,000	\$125	\$5,643	\$5,768	\$232
Other Admin Capital	21,591	20,434		20,434	1,158
Total Current Budget	\$27,591	\$20,559	\$5,643	\$26,202	\$1,390

Slalom, LLC	to Date	Approved	Proposed Action	Total for Board
Contract Amount	\$	\$	\$5,125	\$5,125
Estimated Taxes	-	-	518	518
Contingency Amount	-	-	-	-
Total Contract (plus estimated taxes)	\$	\$	\$5,643	\$5,643

Notes:

Board Approvals = Committed To-Date + Contingency as of February 2019 and includes pending Board actions.

For detailed project information, see page 302 in the 2019 Financial Plan & Adopted Budget.

Disadvantaged and Small Business participation

Sound Transit promotes and encourages small business participation, which also includes disadvantaged business enterprises (DBEs). Small business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of small businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few small business and DBE subcontracting opportunities based upon the work described in this contract, so small business/DBE goals were not established.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay would create a significant impact to the project schedule.

Environmental review – KH 1/23/19

Legal review – AJP 3/28/19

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A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Slalom, LLC to provide SharePoint 2010 migration to SharePoint Office 365 and on-going support services in the amount of \$5,125,000 plus applicable taxes.

Background

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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 Slalom, LLC to provide SharePoint 2010 migration to SharePoint Office 365 and on-going support services in the amount of \$5,125,000 plus applicable taxes.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 25, 2019.



Paul Roberts
Board Vice Chair

Attest:



Kathryn Flores
Board Administrator