



## Motion No. M2023-59

### Information Technology Temporary Staffing Services Contracts

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience & Operations Committee	08/03/2023	Final action	Mary Cummings, Chief Administrative Officer <b>Jason Weiss, Chief Information Officer</b> Joseph Flores, Manager IT Business Services

### Proposed action

Authorizes the chief executive officer to execute individual contracts with Abacus Services Corporation, Infojini, Inc., Tryfacta, Inc., and 22nd Century Technologies, Inc. to provide IT Temporary Contractor Services, for a two-year initial term with three one-year options to extend, for an authorized aggregate total amount for all four contracts not to exceed \$10,000,000.

### Key features summary

- The IT Department forecasts a continued need for temporary workers for short-term work assignments of no more than twelve months each (equivalent of 2,080 hours). As determined and directed by the IT Department, the contracted vendors will furnish skilled temporary contract workers to perform various technical services for Sound Transit.
- Temporary services are commonly utilized by IT to maintain service continuity and backfill vacancies during staff turnover. Temporary services are also utilized to fill short term projects assignments for approved IT projects and programs. These contracts will provide skilled technical workers for needs such as software development, network engineering, project management, software administration, and other temporary backfill as applicable.
- The initial term for each contract is two years, expiring in August 2025, with the option to extend for up to three additional one-year terms through August 2028.
- The requested \$10,000,000 is intended to support the life cycle of all four contracts, including the option years, based on current and projected temporary staffing needs. This budget is significantly lower than the previous IT temporary services contract for the prior 5 years, as IT has implemented other options for project-based professional services including the new General Information Technology Consultant (GITC) Services Contracts.

### Background

The use of IT temporary contractor services ensures that IT management staff can quickly acquire skilled resources needed to address temporary workload demands and, when necessary, to backfill vacant positions until they can be permanently filled. Due to the nature of the technology job market in the Seattle area, it can take longer to find qualified staff to fill permanent backfill roles. The ability to account for that delay and quickly deploy staff for projects and backfill positions ensures consistent service and project delivery to customers.

To ensure Sound Transit's use of temporary contract workers complies with applicable employment regulations, Sound Transit IT adheres to the adopted guidelines set by Procurement Contracts and Agreements Division regarding the use of temporary contract workers, including length of assignments and conditions.

Backfill roles have included IT Client Services Technicians, IT Systems Administrators, Database Administrators, Microsoft Access Developers, Web Developers, Network Engineers, and other skillsets as required to ensure consistent Agency support.

When seeking temporary contractor services for the IT Department, Sound Transit competes the service request by submitting a description of the IT service(s) and requirements to the Consultants. Sound Transit awards each task order by best value determination. The award of a contract does not create any guarantee or obligation on the part of Sound Transit to provide any minimum amount of work to the firms.

## **Procurement information**

Prior to issuing the solicitation for these services, Sound Transit considered the project scope, the determining factors for contract award and the need for proposal discussions and revisions. It was determined that a Request for Proposals procurement method would be most advantageous to the agency. All services are on-call, meaning this is an indefinite delivery and indefinite quantity contract.

Sound Transit advertised Request for Proposals No. RTA/RP 0116-22, IT Temporary Contractor Services, on December 19, 2022. Forty-eight proposals were received by the February 6, 2023 submission due date. The proposals were evaluated based on the advertised evaluation criteria including Information Technology quality sample candidates; recruitment and retention of Information Technology talent; price; knowledge and experience of key individuals; firm(s) experience and history; and commitment to and compliance with Equal Opportunity Employment Law. The Evaluation Subcommittee determined an initial competitive range of 14 firms. The full Evaluation Committee evaluated the 14 proposals and requested revised proposals from 12 firms. After evaluating the 12 revised proposals, the evaluation committee determined four firms' proposals were the most advantageous to Sound Transit.

Pricing was determined to be fair and reasonable based on market research, competition, experience and comparison with the ICE.

## **Fiscal information**

The temporary staffing services described in this proposed action will be assigned on an as needed basis; this is not a commitment of funds. Funding for the temporary services will come from existing, board-approved Information Technology capital projects and department budgets. This action does not have an impact on the affordability of the agency's Financial Plan as the services are already incorporated into the annual operating plan.

## **Disadvantaged and small business participation**

### **Participation by small businesses and disadvantaged business enterprises (DBEs)**

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 significantly impact continuity of progress to the abovementioned programs and project schedules.

---

**Environmental review – KH 7/17/23**

**Legal review – DLM 7/21/2023**



## **Motion No. M2023-59**

A motion of the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute individual contracts with Abacus Services Corporation, Infojini, Inc., Tryfacta, Inc., and 22nd Century Technologies, Inc. to provide IT Temporary Contractor Services, for a two-year initial term with three one-year options to extend, for an authorized aggregate total amount for all four contracts not to exceed \$10,000,000.

### **Background**

The IT Department forecasts a continued need for temporary workers for short-term work assignments of no more than twelve months each (equivalent of 2,080 hours). As determined and directed by the IT Department, the contracted vendors will furnish skilled temporary contract workers to perform various technical services for Sound Transit.

Temporary services are commonly utilized by IT to maintain service continuity and backfill vacancies during staff turnover. Temporary services are also utilized to fill short term projects assignments for approved IT projects and programs. These contracts will provide skilled technical workers for needs such as software development, network engineering, project management, software administration, and other temporary backfill as applicable.

The initial term for each contract is two years, expiring in August 2025, with the option to extend for up to three additional one-year terms through August 2028.

The requested \$10,000,000 is intended to support the life cycle of all four contracts, including the option years, based on current and projected temporary staffing needs. This budget is significantly lower than the previous IT temporary services contract for the prior 5 years, as IT has implemented other options for project-based professional services including the new General Information Technology Consultant (GITC) Services Contracts.

The use of IT temporary contractor services ensures that IT management staff can quickly acquire skilled resources needed to address temporary workload demands and, when necessary, to backfill vacant positions until they can be permanently filled. Due to the nature of the technology job market in the Seattle area, it can take longer to find qualified staff to fill permanent backfill roles. The ability to account for that delay and quickly deploy staff for projects and backfill positions ensures consistent service and project delivery to customers.

To ensure Sound Transit's use of temporary contract workers complies with applicable employment regulations, Sound Transit IT adheres to the adopted guidelines set by Procurement Contracts and Agreements Division regarding the use of temporary contract workers, including length of assignments and conditions.

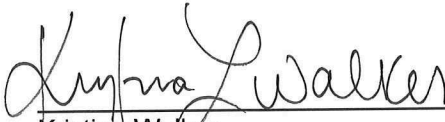
Backfill roles have included IT Client Services Technicians, IT Systems Administrators, Database Administrators, Microsoft Access Developers, Web Developers, Network Engineers, and other skillsets as required to ensure consistent Agency support.

When seeking temporary contractor services for the IT Department, Sound Transit competes the service request by submitting a description of the IT service(s) and requirements to the Consultants. Sound Transit awards each task order by best value determination. The award of a contract does not create any guarantee or obligation on the part of Sound Transit to provide any minimum amount of work to the firms.


**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 individual contracts with Abacus Services Corporation, Infojini, Inc., Tryfacta, Inc., and 22nd Century Technologies, Inc. to provide IT Temporary Contractor Services, for a two-year initial term with three one-year options to extend, for an authorized aggregate total amount for all four contracts not to exceed \$10,000,000.

APPROVED by the Rider Experience and Operations Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 3, 2023.

  
\_\_\_\_\_  
Kristina Walker  
Rider Experience and Operations Chair

**Attest:**

  
\_\_\_\_\_  
Adam Montee, on behalf of  
Kathryn Flores  
Board Administrator