

MOTION NO. M2018-104
Contract for eLearning Development Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	09/06/2018	Final Action	Julie Honeywell, Chief Human Resources Officer Gerrit Blankevoort, Senior Safety Trainer

PROPOSED ACTION

Authorizes the chief executive officer to execute a one year contract with two one-year options to extend with IDEAON to provide eLearning development services for a total contract amount not to exceed \$500,000.

KEY FEATURES SUMMARY

- Sound Transit currently offers eLearning electronic courses to provide training to its employees. The current courses are becoming outdated and there is a need for new courses to be developed.
- Sound Transit does not have an in-house capability to develop eLearning courseware. The contract with IDEAON will allow Sound Transit to develop required trainings to meet internal department needs and update safety eLearning courses that need to be updated to new standards.
- IDEAON will work with Sound Transit subject matter experts and convert current training content into eLearning to expedite training requirements.
- The requested amount covers the one year initial term as well as the two one-year options.

BACKGROUND

Sound Transit has several eLearning safety courses that are old and out of date. These courses do not work properly with the current Learning Management System (LMS) and will not work with the new LMS that is currently being installed. The courses are required agency wide. These courses need to be updated and reconfigured to work properly in the new LMS.

New training content could also be developed based on PowerPoint presentations currently being done by staff in several departments. This would free up staff requirements for ongoing periodic trainings and would ensure that all employees in those departments would receive the same information every time.

Currently Sound Transit does not have the in-house capability to develop these eLearning courses. As the number of employees grows there is also an increased need to provide scalable resources to provide required trainings. Failure to execute this contract will result in eLearning courses that are not up to date to meet Sound Transit's safety training requirements.

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, and determined that a Request for Proposals procurement method was the most advantageous.

Sound Transit advertised Request for Proposals No. RTA/RP 0058-18 on March 26, 2018. Fifteen firms submitted a proposal, and the proposals were evaluated based on the advertised evaluation criteria including project approach; capacity, experience, and references; price; partnership strength; and commitment to and compliance with equal employment opportunity law. The six highest ranked firms were included in the competitive range. Revised proposals were evaluated based on the same advertised evaluation criteria, and IDEAON. was identified as the top ranked firm.

As it was determined that IDEAON's proposal offers the best value, contract award to this firm is in the best interests of Sound Transit.

FISCAL INFORMATION

This blanket contract will be used for eLearning development services. Funding for this contract will come from the services category from departments which will utilize the contract. Since the proposed usage of the service will be an on-demand basis, the distribution of costs will be determined upon department request for this work based on available budget.

PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES (DBES) AND SMALL BUSINESSES

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 the work would likely be performed by a small business, so Small Business/DBE goals were not established.

For this contract, the following Small Business/DBE Participation commitments were made:

Small Business: 100%

Subconsultant/Subcontractor	Business Type	% of Work	Amount
IDEAON (Prime contractor)	SBE	92.5%	\$462,500
Foray Consulting (subcontractor)	SBE	2.5%	\$12,500
Pim Savvy (subcontractor)	SBE	5.0%	\$25,000
Total		100%	\$500,000

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 8/23/18

LEGAL REVIEW

AJP 8/31/18

MOTION NO. M2018-104

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one year contract with two one-year options to extend with IDEAON to provide eLearning development services for a total contract amount not to exceed \$500,000.

BACKGROUND:

Sound Transit currently offers eLearning electronic courses to provide training to its employees. The current courses are becoming outdated and there is a need for new courses to be developed. Sound Transit has several eLearning safety courses that are old and out of date. These courses do not work properly with the current Learning Management System (LMS) and will not work with the new LMS that is currently being installed. The courses are required agency wide. These courses need to be updated and reconfigured to work properly in the new LMS.

Sound Transit does not have an in-house capability to develop eLearning courseware. The contract with IDEAON will allow Sound Transit to develop required trainings to meet internal department needs and update safety eLearning courses that need to be updated to new standards.


New training content could also be developed based on PowerPoint presentations currently being done by staff in several departments. This would free up staff requirements for ongoing periodic trainings and would ensure that all employees in those departments would receive the same information every time. As the number of employees grows there is also an increased need to provide scalable resources to provide required trainings. Failure to execute this contract will result in eLearning courses that are not up to date to meet Sound Transit's safety training requirements.

The requested amount covers the one year initial term as well as the two one-year options.

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 to execute a one year contract with two one-year options to extend with IDEAON to provide eLearning development services for a total contract amount not to exceed \$500,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 6, 2018.



Joe McDermott
Operations and Administration Committee Vice Chair

ATTEST:



Kathryn Flores
Board Administrator