



LANE TRANSIT DISTRICT BOARD OF DIRECTORS CONTRACT COMMITTEE MEETING

Monday, October 12, 2020
4:00 p.m. – 5:00 p.m.

VIRTUAL MEETING

Zoom details will be provided on the web calendar at www.LTD.org.

No public testimony will be heard at this meeting.

AGENDA

<u>Time</u>	<u>ITEM</u>	<u>Page</u>
4:00 p.m.	I. CALL TO ORDER	
	II. ROLL CALL	
	<input type="checkbox"/> Emily Secord <input type="checkbox"/> Joshua Skov <input type="checkbox"/> Carl Yeh	
	III. COMMENTS FROM THE CHAIR	
	IV. ITEMS FOR ACTION	
4:05 p.m.	A. APPROVAL OF MINUTES	2
	Action Needed: Approval	
	<i>Approve minutes from the September 14, 2020, meeting</i>	
	V. ITEMS FOR BOARD RECOMMENDATION	
4:10 p.m.	A. CONTRACT NO. 2020-154: DELL [Cory Graham]	5
4:20 p.m.	B. CONTRACT NO. 2020-158 TRANSTRACK [Harry Sanger]	6
4:40 p.m.	VI. ADJOURNMENT	

To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).

MINUTES OF CONTRACT COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, September 14, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Contract Committee of the Lane Transit District Board of Directors held a virtual Meeting on Monday, September 14, 2020, beginning at 4:00 p.m., via ZOOM online.

Present: Carl Yeh, Chair
Emily Secord
Josh Skov
Aurora Jackson, General Manager
Sean Walker, General Counsel
Camille Gandolfi, Clerk of the Board
Collina Beard, Director of Business Services
Harry Sanger, Project Coordinator
Robin Mayall, Information Technology and Strategic Innovation Director
John Ahlen, Accessible Services Program Supervisor

CALL TO ORDER/ROLL CALL — Mr. Yeh called the meeting to order and called the roll. He noted the meeting was being conducted virtually in compliance with Governor Kate Brown's stay-at-home order.

COMMENTS FROM THE CHAIR — Mr. Yeh recognized the efforts of fire fighters, first responders and LTD operators performing vital services during the wildfires.

MOTION APPROVAL OF MEETING MINUTES — Ms. Secord moved to approve the minutes of the June 8, 2020, Committee meeting as presented. Mr. Skov provided the second.

VOTE The motion passed as follows:
AYES: Secord, Skov, Yeh (3)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ITEMS FOR BOARD RECOMMENDATION

Contract Amendment: Contract No. 2013-32: Trapeze Software Group (NOVUS/TripSpark) — Mr. Sanger stated the original contract implemented NOVUS, the software on which RideSource was operated. The amendment would add licensing, professional service and support for three additional NOVUS modules and partially grant funded with match from LTD's General Fund. He said implementation of the additional modules would assist LTD in meeting the tracking and reporting requirements for Non-Emergency Medical Transportation (NEMT), the largest client based served through the RideSource Call Center. A secondary benefit would provide an improved customer experience while alleviating some of the demand on customer service representatives.

Mr. Skov said LTD was using software with some of the same functionality through its contract with TransLoc and mobility on demand projects and TouchPass. Because of some overlap among software program, he asked if the software through Trapeze was evolving in the right direction. Ms. Beard said Trapeze was the parent company, but LTD initially contracted with TripSpark, which was a smaller, agile company on the cutting edge of the technology. NOVUS software was completely different than what LTD was doing with TransLoc and TouchPass. Throughout the process there were modifications to the NOVUS software to fit LTD's "one stop shop" model and during that time Trapeze bought TripSpark. She agreed that Trapeze was an extremely large company with many offerings, but she felt

it was evolving and that was a reason it had bought TripSpark and other cutting edge companies. She said staff was pleased with the company's responsiveness to LTD's needs.

In response to a question from Mr. Yeh, Ms. Beard said the amendment amount was for a one-time purchase of software modules and associated support service. Mr. Sanger added there would be an increase to the annual license fee that would be incorporated into the Trapeze contract of about \$50,000. He would provide that information in writing.

Ms. Mayall said licensing and maintenance fees on software contracts were typically about 10-20 percent of the initial cost of implementation.

Mr. Skov said in the interests of transparency the additional licensing fees should be disclosed when the amendment came before the full Board for approval. Ms. Beard explained that the purchase of software modules was part of the capital budget, but licensing and service fees were in the operating budget and could be tracked from year to year, with any increases explained by staff.

Ms. Secord asked for a written explanation of that in the agenda item summary. Mr. Skov concurred and said the distinction between capital and operating cost increases was not always clear in these types of contracts. Mr. Sanger said he would provide an explanation in the materials for the Board meeting.

Mr. Skov appreciated the description of benefits from the purchase, such as increased customer satisfaction and reduced demands on staff, and hoped that future agenda item summaries could provide that information in some form of performance metrics.

MOTION Mr. Secord moved that the Contract Committee forward Contract No. 2013-32 to the Board of Directors with a recommendation for approval with amendments to the agenda item summary as discussed. Ms. Secord provided the second.

VOTE The motion passed as follows:
AYES: Secord, Skov, Yeh (3)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

IGA Amendment: IGA No. 2019-07: City of Cottage Grove Mobility on Demand Pilot Project — Ms. Secord said she was willing to forward the amendment to the Board, but because of the recent discussion of strategic planning, mobility on demand and mobility as a service, wondered if it should be forwarded to the Board for a fuller discussion.

Mr. Yeh said he had similar thoughts about a review by the full Board. He proposed that the committee proceed with its standard review and then recommend that the Board direct that future actions related to IGAs (intergovernmental agreements) to directly to the full Board because the nature of those agreements was different from contracts for the purchase of good and services.

Mr. Skov noted that an assessment of the mobility on demand program was scheduled for a future Board meeting agenda and he did not feel it made sense to review the IGA prior to that discussion.

Ms. Secord said she was likely to abstain from voting.

Ms. Beard said that an IGA was just another contract from a procurement standpoint. In order for the full Board to consider the IGA and have a discussion, under the committee's bylaws the committee had to forward it to the Board with a recommendation. The committee itself was not approving or disapproving contracts.

Mr. Skov said the IGA should be a separate agenda item at the Board meeting instead of on the Consent Calendar.

Ms. Beard explained that due to COVID-19 the pilot project was paused in March 2020. The amendment would extend the agreement in order to collect sufficient data to allow the Board to make a determination about whether the project should be continued.

Mr. Ahlen described the Cottage Grove mobility on demand pilot project. He said in March as part of its COVID-19 response several services were placed on hiatus and requested that the public only travel for essential trips. This included the Cottage Grove project, which was not intended as lifeline service. It was also paused because of pandemic safety concerns. The funding was primarily from the State Transportation Improvement Fund (STIF) and those funds were still available for the project. The anticipated end date of the pilot had passed, but LTD did not have the benefit of full data on which to evaluate it because of the long gap in service. With better information about COVID-19 transmission and the safety measures LTD had implemented, a decision to resume service was made but an extension of the pilot program period was necessary to collect the data required for an evaluation. The request was to extend the pilot period through the end of the fiscal year, June 30, 2021. That would require an additional \$35,220 to fill the extension, along with the STIF funds already allocated to the project.

Mr. Skov asked why an evaluation of the program had not yet been done. Mr. Ahlen said his last presentation to the Board on the program was in December 2019 and the service was stopped in March 2020. While some additional information was available from that three-month period, it was not substantial enough to allow conclusions to be drawn from the data.

Mr. Skov said the IGA should be forwarded to the Board with whatever additional information was available since the last presentation. He said LTD should continue to move forward with any type of multi-modal experimentation at this point to identify different ways of service the community during these times. He was in favor of forwarding the IGA to the Board with the additional context provided at the Board meeting.

Ms. Secord agreed with Mr. Skov.

Mr. Ahlen said he would be happy to provide additional information available since his last presentation. He said the City of Cottage Grove was in conceptual agreement with the proposed resumption of the program.

MOTION Mr. Skov moved that the Contract Committee forward the amendment to IGA No. 2019-07 as presented to the Board of Directors with a recommendation for approval. Ms. Secord provided the second.

VOTE The motion passed as follows:
AYES: Secord, Skov, Yeh (3)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:35 p.m.

Recorded by Lynn Taylor



AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2020

ITEM TITLE: CONTRACT NO. 2020-154: DELL

PREPARED BY: Cory Graham, Senior System Administrator

DIRECTOR: Robin Mayall, Director of Information Technology and Strategic Innovation

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a new contract with Dell to provide a comprehensive backup and data protection solution.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding \$149,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract value.

DESCRIPTION/JUSTIFICATION: The purpose of this contract is to purchase hardware and software in order for LTD to maintain consistent backups, archive data, and protect against outside threats to LTD's digital data.

Lane Transit District staff sent out a Request for Information (RFI) to the Backup Solution industry and received a total of six (6) respondents. Of those six (6), a selection team performed independent research, received hours of demonstrations, followed up on all additional questions with each vendor, and evaluated them against a criteria matrix. The team concluded that Dell's solution best met all of LTD's criteria for the most cost-effective and best-performing solution to protect and restore our data. Through our research, we found it was more cost effective to utilize the NASPO Cooperative Agreement to complete this purchase.

FINANCIAL IMPACT/FUNDING SOURCE: Total contract value: \$299,100 for five (5) years of hardware, software, licensing, hardware/software support, and implementation. The funding source will be 5307 funds with General Fund match of 20%.

Ongoing licensing/maintenance/support after the five year period will be \$30,042 per year. For comparison, the support/maintenance for our old backup solution was \$27,067.96 in FY19, and the capabilities of that system are dramatically lower in both storage capabilities and features.

CONSIDERATIONS: Based on the assessment and rationale the Board is being advised to take the following action: Approve Contract 2020-154 with Dell based from thorough RFI evaluation, in order to provide LTD with a comprehensive and effective Backup Solution.

ALTERNATIVES:

- 1) Do not approve contract. This would result in retention of our current backup solution, which is inadequate to meet our current data retention and security needs.
- 2) Advise to issue a full Request for Proposal to identify a different backup solution. This would most likely result in largely the same pool of respondents, and would delay the implementation of our Disaster Recovery solutions putting the organization at risk.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no.2020-154 to the Board of Directors with a recommendation for approval.



AGENDA ITEM SUMMARY

DATE OF MEETING: October 12, 2020

ITEM TITLE: CONTRACT NO. 2020-158: TRANSTRACK

PREPARED BY: Harry Sanger, Project Coordinator

DIRECTOR: Tom Schwetz, Director of Planning & Development

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a new contract with TransTrack Systems, Inc. (TransTrack) for the provision of TransTrack Financial & Operational Reporting Software and Maintenance Services to maintain compliance with National Transit Database (NTD) data reporting requirements.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding \$149,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$150,000 or ten-percent (10%) of the initial contract value.

DESCRIPTION/JUSTIFICATION: LTD is required to collect and report transit performance data to local, state, and federal agencies. TransTrack software compiles performance data as required by the National Transit Database (NTD). These reports are currently based on commodity software and maintained by a remote Development Planner.

TransTrack is a hosted business intelligence system that takes data from various systems such as the TransitMaster CAD/AVL system, the Eden financial system, and the EAM fleet maintenance system. This data is aggregated to provide reports that are used to track the transit system's performance. The system data and reports can be used for monthly reporting of key performance indicators. TransTrack is unique in this area of the transit industry, specializing in reporting functions for mandatory NTD reporting. While there are other solutions tied into bigger packages, TransTrack remains the only standalone solution for this particular function, working with our legacy systems.

FINANCIAL IMPACT/FUNDING SOURCE: The value of the contract amount is \$405,420 over a five (5) year period and the upfront implementation cost of \$158,420 which has been included within the proposed FY 20-21 CIP budget. This amount includes implementation services at \$101,100 and five (5) years of annual fees beginning at \$57,320 and increasing by no more than 15% per year.

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to take the following action: Adopt the sole source request for the TransTrack contract for a five year period from FY 20/21 through FY 24/25 in order to maintain continuity in required NTD reporting.

ALTERNATIVES:

1. Approve the contract for three (3) years, bridging the gap until the planned CAD/AVL replacement. This could incur additional costs if we choose to renew the contract at that point.
2. Decline approval of the contract with no replacement of the Development Planner position. This would put us at risk of failing to meet required NTD reporting.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: I move to forward contract no. 2020-158 to the Board of Directors with a recommendation for approval.