



RESOLUTION NO. 2024-11-20-035

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH GIRO, INC FOR THE PURPOSE OF OPERATIONS SCHEDULING SOFTWARE AND MAINTENANCE

WHEREAS, Lane Transit District (“LTD”) issued a Request for Proposals, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 4649, and LTD’s Procurement Policy, as well as any Federal Transit Administration requirements, as applicable, for replacement of Operations Scheduling Software in September 2022 ;

WHEREAS, Resolution No. 2023-06-21-031 authorized the Chief Executive Officer to enter into a contract with GIRO, Inc with a Not-to-Exceed (“NTE”) amount of \$1,429,422 and with amendment authority up to ten percent (10%) of the contract;

WHEREAS, LTD and GIRO, Inc entered into a contract for \$1,292,945 (less than the not-to-exceed amount authorized by the Board) with ten percent (10%) change order authority of \$129,294.50;

WHEREAS, the project progressed through technical architecture design, including comparative analysis of on-premise versus cloud hosted solution options, with a recommendation to increase the contract NTE by \$831,900.00, for the purposes of moving from on-premise to cloud hosted solution;

WHEREAS, OAR 137-047-0800 (1) provides that LTD may amend a contract if LTD determines: (a) the amended contract is within the scope of the solicitation document; and (b) the amendment would not materially impact the field of competition. A broad description of a cloud hosted solution was included in the Request for Proposals, to which LTD received six proposals; therefore, the criteria in OAR 137-0470800 (1) is satisfied;

WHEREAS, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract amendment between LTD and GIRO, Inc on November, 12, 2024, and recommended Board adoption of the proposed resolution; and

WHEREAS, pursuant to LTD resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and delegated to the Chief Executive Officer the authority and responsibility to approve and execute contract amendments and change orders that do not exceed \$250,000 or twenty percent (20%) of the initial contract, whichever is less.

NOW, THEREFORE, BE IT RESOLVED by the LTD Board of Directors, acting as the LTD Contract Review Board, that the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract amendment with GIRO, Inc. for the purpose of Operations Scheduling Software and Maintenance in an amount not to exceed \$968,377, which brings the total contract not to exceed amount to \$2,261,322; and (b) as needed, execute further amendments to the contract not to exceed a cumulative total 20% of the contract amendment (\$193,675.40).

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20TH DAY OF NOVEMBER, 2024.


Susan Cox (Nov 25, 2024 14:14 PST)

Nov 25, 2024

Susan Cox, Vice President



Lane Transit District Agenda Item Summary (AIS)

Presented By: Aimee Reichert, Chief Performance Officer **Contract Title:** Operations Scheduling Software Replacement Amendment

Contract No.: 2022-51

Grant No: OR-2022-042

Entering into a Contract: **Contract Amendment:** **Approved by Procurement:**

Action: Adoption of Resolution No. 2024-11-20-035 Authorizing the Chief Executive Officer (CEO) to amend contract 2022-51 with GIRO, Inc for the purpose of operations schedule software and maintenance.

Agenda Item Summary:

The Operations Scheduling Software Project was adopted by the 2025-2034 Community Investment Plan. Our current scheduling solution is over 20 years old, requiring costly maintenance and timely workarounds. LTD solicited via RFP for a replacement of the Operations Scheduling Software in September 2022. After proposal and interview evaluations, GIRO Inc. was selected as the most responsive and responsible proposer. On June 21, 2023, the LTD Board approved a contract with GIRO, Inc. with a Not-To-Exceed amount (“NTE”) of \$1,429,422 and with change order authority up to ten percent (10%) of the contract (\$142,942.20). In awarding the contract to GIRO, Inc., LTD opted to scope work for an on-premise LTD hosted solution. This is a federally funded project.

Key Decision

Since Board approval of the initial contract, LTD and GIRO, Inc. have completed technical architectural design, which informs costs and commitments required to support the on-premise solution. Through this process, LTD has also developed a comparison analysis, to move to cloud hosting services with GIRO, Inc. as opposed to local hosting (see attached). Based on this analysis, cloud hosting is the preferred solution going forward, which requires amendment to the contract to add annual cloud hosting costs.

Amendment Request

The original contract entered into with GIRO, Inc. was \$1,292,945 (less than the not-to-exceed amount authorized by the Board). We are requesting to increase the current contract value by \$968,377 (increasing the previously authorized NTE amount by \$831,900), which would bring the total Not-To-Exceed (“NTE”) contract value to \$2,261,322, in order to outsource hosting and add implementation support including training and travel with the vendor. All change order authority from the original authorizing resolution will be utilized; therefore, change order authority in the amount of twenty percent (20%) of the contract amendment value (\$193,675.40) is also being requested.



Lane Transit District Agenda Item Summary (AIS)

Attachments: Giro Contract Amendment Presentation

I certify that my Department Chief has reviewed and approved this AIS:

Proposed Motion: I move to Adopt LTD Resolution 2024-11-20-035 Authorizing the CEO to amend contract 2022-51 with GIRO, Inc for the purpose of operations schedule software and maintenance.







2024-11-20 Resolution No. 2024-11-20-035 GIRO INC

Final Audit Report

2024-11-25

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