

Date: December 9, 2015

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: RESOLUTION 15-12-69 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CSCHED USA FOR ON-CALL CREW AND VEHICLE SCHEDULING SERVICES

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (“Board”) adopt a resolution authorizing the General Manager to execute a contract with CSched USA for on-call crew and vehicle scheduling services.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board authorization is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

4. Type of Action:

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

TriMet requires specialized technical resources to develop applications for transit vehicle and crew scheduling, to anticipate and respond to changes in the operating environment. Transit scheduling software must be adapted to meet the specific needs and operating conditions of the transit agency, which are not static, but evolve, such as rules or agreements for vehicle operator hours of service, breaks, reliefs, etc. Having these specialized technical resources available on an on-call basis allows scheduling software to be adapted when rules and criteria for vehicle and crew scheduling change.

6. Procurement Process

Due to the specialized technical requirements of TriMet's vehicle and crew scheduling software, a Request for Proposals ("RFP") process was used to engage technical services experienced in transit scheduling software and automation processes, for this occasional, on-call work. The RFP was issued on August 28, 2015. Twenty (20) vendors downloaded the RFP from TriMet's eBid system. Three (3) proposals were received on the September 22, 2015 proposal due date – from CSched USA, Transportation Management and Design, Inc. ("TMD"), and Dan Boyle & Associates. A staff evaluation committee ("SEC"), comprised of staff from the Service Delivery (Scheduling) and Information Technology departments evaluated the proposals against the criteria set forth in the RFP, addressing (1) qualifications of the firm and staff (including workforce diversity and Disadvantaged Business Enterprise ("DBE") subcontractor utilization); (2) proposer's approach to achieving project purpose (work plan) required in the RFP specifications; and (3) price. The SEC determined the proposal from Dan Boyle & Associates to be non-responsive; it was rejected after scoring and therefore their price proposal was not opened. The SEC determined the proposals from CSched USA and TMD to be responsive and competitive, and asked that they both submit their Best and Final Offers ("BAFO"), by October 8, 2015. The SEC's evaluation scores of the three proposers, including BAFO pricing for CSched USA and TMD were as follows:

Evaluation Criteria	Possible Points	CSched USA	TMD	Dan Boyle & Assoc.
Qualifications of the Firm and Staff	50	45.0	36.5	27.5
Technical Proposal – Work Plan	15	15.0	12.0	11.0
BAFO Price Points	35	27.8	35.0	N/A
Total Score . . .	100	87.8	83.5	non-responsive
BAFO Price		\$205,584	\$163,306	

The proposed contract with CSched USA is for a base period of two (2) years, with up to two (2) one-year option periods. The base contract estimated value is \$103,872. The total estimated contract amount, assuming both of the one-year option periods are exercised, is \$205,584. No rate increases are allowed during the base term of the contract; any rate increases during the renewal terms will be subject to TriMet approval, and will be tied to the Consumer Price Index (CPI) All-Urban Workers, for the Portland-Salem area. The final total contract amount will be based on the agency's actual usage, which will vary annually, based on the levels of on-call work tasks required.

7. Diversity

CSched USA is a small business with seven (7) employees; two (2) of which are female – a 29% female employee rate. CSched USA employees will directly perform the transit vehicle and crew scheduling software applications development work under this on-call contract; none of such work will be sub-contracted.

8. Financial/Budget Impact

Funding for the on-call crew and vehicle scheduling services is budgeted as a Materials and Services item under the Service Delivery (Scheduling) department budget.

9. Impact if Not Approved

The Board could opt to not approve the contract. Because TriMet's vehicle and crew scheduling software and automation processes are technically highly specialized, and because TriMet's scheduling staff is fully deployed in ongoing schedules production, TriMet needs to engage on-call technical services experienced in transit scheduling software and automation processes, in order to develop transit scheduling software applications. If the contract is not approved, TriMet will not have the ability to adapt and improve its transit scheduling software to meet its evolving specific transit scheduling needs and operating conditions.

A new solicitation is not recommended, because staff has determined CSched USA's proposal to be fully responsive and responsible, and its pricing to be fair and reasonable. A new solicitation for these specialized services is not expected to result in lower pricing, or improved quality.

RESOLUTION 15-12-69

RESOLUTION OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH CSCHED USA FOR ON-CALL CREW AND VEHICLE SCHEDULING SERVICES

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with CSched USA for on-call crew and vehicle scheduling services (“Contract”); and

WHEREAS, the total amount of the Contract is expected to exceed \$150,000; and

WHEREAS, the TriMet Board of Directors (“Board”), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall be in conformance with applicable laws.
2. That the General Manager is authorized to execute the Contract.

Dated: December 9, 2015

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department