



**OPERATIONS COMMITTEE  
JULY 16, 2009**

**SUBJECT: BUSINESS SYSTEMS ANALYSIS & CMS PROJECT SUPPORT SERVICES**

**ACTION: AWARD CONTRACT FOR BUSINESS SYSTEMS ANALYSIS & CMS PROJECT SUPPORT SERVICES**

**RECOMMENDATION**

- A. Exempt the Business Systems Analysis and Contract Management System (CMS) Project Support Services contract from the consulting contracts services freeze because of its potential benefits to bus and rail operations.
  
- B. Authorize the Chief Executive Officer to award a firm fixed price contract, Contract No. PS6350-2322, to Solec Enterprise Solutions for business systems analysis and Contract Management System project support services in an amount not to exceed \$113,900, plus a 15% contingency amount for unanticipated changes, for a total contract amount that is not to exceed \$130,985.

**ISSUE**

The contract to be awarded under this procurement is to acquire the services of a contractor to assist us in developing, defining and documenting the business management system requirements and specifications, Procurement and Material Management system interface requirements, system integration requirements, develop CMS statement of work and the CMS system description documentation, including cost benefit analysis. Based on the results of the work performed under this contract, MTA will make the decision to “go or no go” with development of the Enterprise Contract Management System.

**DISCUSSION**

An Enterprise Contract Management System will provide a way to systematically and effectively manage contract lifecycle from planning, creation, execution, administration, close-out, archive, and implementation as a functionally connected process by all

stakeholders including Project Managers, DEOD staff, Risk Managers and others to maximize the financial and operational performance and minimize risk. The CMS tool will provide for compliance management, standardize procedures to ensure proper approvals and enforce policies as well as cut reporting cycle time, manage and analyze both contractor and our performance.

## **FINANCIAL IMPACT**

The funding of \$130,985 is included in the FY10 budget in cost center 6350, under project number 207096, Procurement Contract Management System and line item 50316, Professional and Technical Services. The funding for this activity is included in the Life-of-Project budget for this capital project. There were no funds expended in FY09 in this category.

## **Impact to Enterprise Fund Bus and Rail Operating and Capital Budget**

The source of funds for this procurement is a combination of TDA4 and Prop A 35% Rail Funds. These funds are eligible for bus and rail operating and capital expenditures. No other sources of funds were considered for this activity because approximately 90% of Procurement and Material Management purchasing and contracting activity directly benefit bus and rail operations.

This contract will not have any ongoing operating costs because the awarded amount of \$130,985 is a one-time expenditure. However, the project when fully implemented will impact ongoing operating costs and these costs will be known at the completion of this phase of the contract. The overall purpose of this project is to procure a contract management system that will deliver more efficient, cost effective and value added services to our bus and rail clients.

## **ALTERNATIVES CONSIDERED**

An alternative would be to assign in-house staff to meet these requirements. This alternative is not recommended because of the expertise and resources that would have to be dedicated on a full time basis to develop the documents for all the technical and qualitative disciplines that will be required for this project.

## **ATTACHMENTS**

- A. Procurement Summary
- A-1. Procurement History
- A-2. List of Subcontractors

Prepared By: Ted Montoya, Deputy Executive Officer, Procurement and Material Mgmt.

  
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Lonnie Mitchell  
Chief Administrative Services Officer

  
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Arthur T. Leahy  
Chief Executive Officer

**ATTACHMENT A  
PROCUREMENT SUMMARY**

**BUSINESS SYSTEMS ANALYSIS & CMS PROJECT SUPPORT SERVICES**

1.	Contract Number: PS6350-2322		
2.	Recommended Vendor: Solec Enterprise Solutions		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$113,900	Recommended Price: \$113,900	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Price		
5.	Procurement Dates:		
	A. Issued: February 9, 2009		
	B. Advertised: February 6, 2009		
	C. Pre-proposal Conference: February 19, 2009		
	D. Proposals Due: March 10, 2009		
	E. Pre-Qualification Completed: TBD		
	F. Conflict of Interest Form Submitted to Ethics: March 10, 2009		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: None Recommended	Date Small Business Evaluation Completed: February 3, 2009	
	Small Business Commitment: 0%		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 24	Bids/Proposals Picked up: 42	Bids/Proposals Received: 4
8.	Evaluation Information:		
	A. Bidders/Proposers Names:  iSpace Solec Enterprise Solutions Pi Technology Aeon Nexus / TCBA	<u>Bid/Proposal Amount:</u> \$ 67,200 \$113,900 \$280,000 \$436,800	<u>Best and Final Offer Amount:</u> N/A
	B. Evaluation Methodology: Details are in Attachment A-1.C		
9.	Protest Information:		
	A. Protest Period End Date: TBD		
	B. Protest Receipt Date:		
	C. Disposition of Protest Date:		
10.	Contract Administrator: Gregory Moore	Telephone Number: 922-7342	
11.	Project Manager: Theodore Montoya	Telephone Number: 922-1020	

## **ATTACHMENT A-1 PROCUREMENT HISTORY**

### **BUSINESS SYSTEMS ANALYSIS & CMS PROJECT SUPPORT SERVICES**

#### **A. Background on Contractor**

Solec Enterprise Solutions (Solec) is an IT consulting services firm specializing in the implementation of various Enterprise Resource Planning (ERP) products across small, medium and large scale industries. The firm has extensive experience in evaluating, customizing, and implementing open source ERP solutions, and expertise in designing, developing, deploying and supporting enterprise class applications. Solec has also provided general IT staffing support services for various state and local government agencies, including the San Diego County Water Authority and CALPERS. Solec's in-depth product knowledge, domain specific expertise and adoption of best practices provide Solec with an advantage in achieving a successful delivery of the required services. Solec is based in San Diego, California, and was established in 2007. Collectively, the proposed team has over 40 years of IT, procurement, and management consulting experience.

#### **B. Procurement Background**

A negotiated procurement was utilized in order to allow proposers the flexibility to provide Metro with a unique solution, and to afford Metro staff the opportunity to discuss the respective offers with the proposers. Accordingly, RFP No. PS6350-2322 was released and, shortly thereafter, a pre-proposal conference was held. Seven firms attended the pre-proposal conference. All proposer inquiries and technical questions were addressed by Metro staff prior to the proposal deadline date. Four firms submitted responsive and responsible proposals prior to the stated deadline date.

The Diversity and Economic Opportunity Department (DEOD) did not recommend a Small Business Enterprise (SBE) goal for this procurement. Based on industry practices, it is expected that the recommended Contractor will provide all the services, equipment and/or supplies required under this contract.

#### **C. Evaluation of Proposals**

The four proposers (i.e., iSpace, Solec Enterprise Solutions, Aeon Nexus/TCBA, and Pi Technology) were evaluated by the Metro Source Selection Committee (SSC). Solec earned the highest total evaluation score based upon the stated evaluation criteria, which assessed each firm's experience, qualifications, price, work plan, etc. The Metro Project Manager, Ted Montoya, determined that the successful proposer's work breakdown structure is reasonable, and the firm's approach is technically acceptable. Furthermore, based upon the resumès, and prior project descriptions submitted with the Solec's proposal, the personnel assigned to the project seem to have the technical experience to accomplish the goals and requirements set forth in the scope of work.

Additionally, in response to questions posed by Metro staff during the firm interview/presentation, the Solec team exhibited a solid understanding of the project requirements and presented a sound project management approach and methodology.

Since Solec earned the highest total evaluation score under the terms of the RFP, staff recommends that SSC be awarded a one-year, firm fixed price contract, Contract No. PS6350-2322, for consulting services in an amount that is not to exceed \$113,900, plus a 15% contingency amount for unanticipated work, effective July 1, 2009 through and until June 30, 2010.

**D. Cost/Price Analysis**

The recommended contract price is considered fair and reasonable due to the existence of adequate price competition among the proposers.

**ATTACHMENT A-2  
LIST OF SUBCONTRACTORS**

**BUSINESS SYSTEMS ANALYSIS & CMS PROJECT SUPPORT SERVICES**

**PRIME CONTRACTOR – Solec Enterprise Solutions**

Small Business Commitment

Other Subcontractors

Total Commitment      0%

