



**January 25, 2023**

**To:** Finance and Administration Committee

**From:** Darrell E. Johnson, Chief Executive Officer

**Subject:** Amendment to Agreement for Information Technology Technical Staffing

**Overview**

On January 22, 2018, the Orange County Transportation Authority Board of Directors approved an agreement with Intratek Computer, Inc., to provide contract staffing services for Information Technology technical positions for a five-year term. An amendment is required to increase the maximum cumulative payment obligation to continue services.

**Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-7-1949 between the Orange County Transportation Authority and Intratek Computer, Inc., in the amount of \$1,606,723, to continue providing contract staffing services for Information Technology technical positions through June 30, 2023. This will increase the maximum cumulative obligation of the agreement to a total contract value of \$14,366,775.

**Discussion**

Since consolidation in 1991, the Orange County Transportation Authority (OCTA) has continually sought to improve the way in which business is conducted by identifying opportunities for privatization and contracting. By contracting various technical positions, the Information Systems (IS) Department has been able to quickly adjust resources based on overall workload and the number of active projects. Technical staffing needs are evaluated annually; however, on average, 15 to 20 full-time equivalent positions are contracted. OCTA is currently underway with replacement of three major systems including asset management, human resource and capital management, and risk management, which requires additional technical staff.

OCTA is currently procuring new services to replace the current technical staffing services agreement. However, an unusually high number of responses to that procurement have been received. While it is generally positive to receive a high number of responses, it was not anticipated in this instance and additional time is needed to conduct the normal review of responses for this procurement. Staff is requesting to extend the expiration date of the existing agreement with Intratek Computer, Inc. (Intratek) from March 31, 2023 to June 30, 2023 to allow for more time to complete the current procurement to establish a new agreement. This amendment would increase the maximum cumulative payment obligation of the existing agreement by \$1,606,723.

***Procurement Approach***

The procurement was originally handled in accordance with the OCTA's Board of Directors (Board)-approved policies and procedures for professional and technical services. On January 22, 2018, the Board approved the award of the agreement with Intratek. The original agreement was awarded on a competitive basis and included a five-year term. This agreement has been previously amended as shown on Attachment A.

The term of the agreement is through March 31, 2023. Amending the agreement will extend the contract term to June 30, 2023, and increase the maximum cumulative payment obligation by \$1,606,723 bringing the total contract value to \$14,366,775. This will allow for additional technical staff to support OCTA's system replacement projects. The rates for the newly contracted staff will be as originally negotiated. The budget for this amendment is deemed fair and reasonable as it is consistent with current usage and takes into account the need for additional technical staff support. In addition, it is consistent with the OCTA Project Manager's independent cost estimate.

**Fiscal Impact**

Funds are included in the OCTA Fiscal Year 2022-23 Budget, Finance and Administration/Information Systems and are funded through the general fund..

***Summary***

Staff requests Board of Directors' approval to authorize the Chief Executive Officer to negotiate and execute Amendment No. 4 to Agreement No. C-7-1949 between the Orange County Transportation Authority and Intratek Computer Inc., in the amount of \$1,606,723, to continue providing contract technical staffing services for Information Technology technical positions through June 30, 2023.

***Attachment***

A.     Intratek Computer, Inc., Agreement No. C-7-1949 Fact Sheet

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