



**September 12, 2018**

**To:** Finance and Administration Committee

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

**Subject:** Amendment to Grant Management and Programming Database Agreement

### **Overview**

On June 11, 2018, as part of the Fiscal Year 2018-19 Budget adoption, the Board of Directors approved sole source procurements for software and hardware licensing, maintenance, and emergency support. A one-year purchase order was issued to EcoInteractive Inc., as part of the approved sole source procurements list to continue services for a web-based software system known as OCFundtracker for the tracking and reporting of Federal Transportation Improvement Program and Combined Transportation Funding Program project data. An amendment to expand the current software system is needed to support the tracking and reporting of the local agencies' capital improvement programs, as well as to continue maintenance services for the existing modules.

### **Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Purchase Order A40326 between the Orange County Transportation Authority and EcoInteractive Inc., in the amount of \$27,500, to expand the current OCFundtracker platform to include the Capital Improvement Program module effective October 1, 2018 through August 31, 2019. This will increase the maximum obligation of the agreement to a total purchase order value of \$118,170.

### **Discussion**

The Orange County Transportation Authority (OCTA) is responsible for administration of the current and renewed Measure M2 Comprehensive Transportation Funding Program (CTFP) and the Federal Transportation Improvement Program (FTIP). OCTA has implemented the web-based OCFundtracker to meet the needs for managing the FTIP and CTFP transportation project data. This system is integrated with the Southern

California Association of Governments regional FTIP system for processing funding and other project-level changes.

OCTA now wants to expand the current OCFundtracker platform to support the tracking and reporting of local agencies capital improvement programs (CIP). CIPs are annual submittals required by the Measure M Ordinance. Local agencies currently submit CIPs annually through a legacy system developed in house by OCTA. However, major elements of the system will soon no longer be supported by certain software vendors.

The new CIP module will allow OCTA staff to manage business processes associated with generating the CIPs, such as providing a user-friendly application template for local agencies to enter all necessary data before submission to OCTA. Users at the local agency level will have the ability to create new projects, edit existing projects, upload documents, and view the status of submitted projects. Users at both OCTA and the local agency level will be able to run relevant reporting, track changes, and view all historical versions of a project.

### ***Procurement Approach***

The procurement was processed in accordance with OCTA's Board of Directors (Board)-approved policies and procedures. The Board approved the annual sole source vendor list on June 11, 2018, for fiscal year 2018-19. The original purchase order was issued on August 28, 2018, in the amount of \$90,670, for a one-year term as described in Attachment A.

It has become necessary to amend the purchase order to expand the current OCFundtracker platform to support the tracking and reporting of the CIPs. In accordance with OCTA's policy, Board approval is required for all amendments exceeding 15 percent of the original contract amount. The additional cost associated with expanding the current OCFundtracker is \$27,500.

Proposed Amendment No. 1 to Purchase Order A40326, in the amount of \$27,500, will bring the total purchase order value to \$118,170.

Staff requested a price proposal from the firm to provide the additional services and to continue maintenance of the current modules. The proposal was reviewed by OCTA staff and found to be fair and reasonable for the work to be performed. The amount for expanding the platform includes customizations, initial startup services, and technical support for the CIP module, and is consistent with the cost of the existing modules.

**Fiscal Impact**

This additional work was included in OCTA's Fiscal Year 2018-19 Budget in Account 0017-7519-SO002-TGZ.

**Summary**

Staff is recommending the Board authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Purchase Order A40326 with EcoInteractive Inc., in the amount of \$27,500, to expand the current OCFundtracker platform through August 31, 2019.

**Attachment**

- A. EcoInteractive Inc., Purchase Order A40326, Fact Sheet

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