



**September 14, 2022**

**To:** Finance and Administration Committee

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

**Subject:** Amendment to Agreement for System Manager and Business Analyst Support Services

### **Overview**

On October 4, 2021, the Orange County Transportation Authority entered into an agreement with Carpe Datum for a one-year term to provide system manager and business analyst support services for various financial systems used by the Financial Planning and Analysis Department. An amendment is needed for continued system manager and business analyst support services.

### **Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-1-3495 between the Orange County Transportation Authority and Carpe Datum, in the amount of \$158,380, to provide continued system manager and business analyst support services through March 31, 2023. This will increase the maximum obligation of the agreement to a total contract value of \$397,340.

### **Discussion**

The Orange County Transportation Authority's (OCTA) Financial Planning and Analysis (FP&A) Department contracts with Carpe Datum to provide system development, ongoing systems maintenance, verification of data integrity, training for newly developed workspaces, as well as for recommendations to FP&A management regarding the impact of future improvement of financial models and technology trends.

FP&A is in the process of migrating from a custom, in-house built application called BUDBAR, that was used for budgeting, budget maintenance, variance reporting, and ad hoc analysis, to Oracle's Enterprise Planning and Budgeting Cloud Services (PBCS), which is a cloud-based off-the-shelf application. OCTA has already migrated budget development, budget reporting and ad hoc analysis

functions to the PBCS system. Given the versatility of the PBCS system, OCTA has also begun the process of migrating its long-range planning and forecasting, contract oversight, and performance measurement functions to the PBCS system with the goal of having all of the areas tied together through workspaces and dashboards in lieu of separate Excel files tied together with manual processes. Additional hours not originally anticipated are being invested to build these workspaces and dashboards for the additional functionality.

In order to accommodate the inclusion of the additional functionality provided by the workspaces and dashboards, the timeline of migrating BUDBAR to PBCS has been revised. Additional funds are needed to accommodate additional workload for ongoing system manager and business analyst support services provided by Carpe Datum.

Carpe Datum is responsible for ensuring the stability of FP&A's systems and integrity of the data during the migration, as well as ensuring the system operates efficiently and interfaces properly with other financial systems, including accounting, procurement, and payroll. Carpe Datum is also responsible for working with FP&A staff to develop new systems, workspaces, reports, improve work efficiency and quality of reporting within the FP&A Department. Furthermore, Carpe Datum provides technical leadership in the development of financial and business planning models for grant reimbursement, labor reporting, and cost-benefit analyses.

### ***Procurement Approach***

The procurement was originally handled in accordance with OCTA's Board of Directors-approved policies and procedures for professional and technical services. On October 4, 2021, OCTA entered into an agreement with Carpe Datum in the amount of \$238,960 for a one-year term effective through September 30, 2022.

An amendment is needed to extend the term of the agreement an additional six months through March 31, 2023 and increase the maximum obligation in the amount of \$158,380, bringing the total contract value to \$397,340. This increase will allow Carpe Datum to continue providing services to accommodate additional workload. The extension will also allow sufficient time to complete a new procurement for system manager and business analysis support services and establish a new agreement.

The budget for this amendment is deemed fair and reasonable as it takes into consideration the increased level of effort. Additionally, effective October 1, 2022

the fully-burdened labor rate will increase from \$120 per hour to \$125 per hour, which represents a 4.2 percent increase. This percentage increase is less than the consumer price index increase used in the independent cost estimate from the OCTA project manager and therefore deemed fair and reasonable.

**Fiscal Impact**

The local funds allocated for this agreement are included in OCTA's Finance and Administration Division Fiscal Year 2022-23 Budget; Financial Planning and Analysis Account No. 1250-7519-A5266-CAV.

**Summary**

Staff is recommending the Board of Directors authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-1-3495 with Carpe Datum, in the amount of \$158,380, to provide continued system manager and business analyst support services through March 31, 2023.

**Attachment**

A. Carpe Datum, Agreement No. C-1-3495 Fact Sheet

**Prepared by:**



Victor Velasquez  
Department Manager, Financial  
Planning and Analysis  
(714) 560-5592

**Approved by:**



Andrew Oftelie  
Chief Financial Officer  
Finance and Administration  
(714) 560-5649



Pia Veaspen  
Director, Contracts Administration and  
Materials Management  
(714) 560-5619