



September 26, 2022

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer

Subject: Approval to Release Request for Proposals for Information Technology Contracted Technical Staffing

Overview

The Orange County Transportation Authority's Information Systems Department requires long-term contracted staffing for various technical positions. Staff has developed a draft request for proposals to initiate the competitive process to select a firm to provide technical consulting staffing services for the Information Systems Department.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 2-2746 to provide information technology contracted technical staffing.
- B. Approve the release of Request for Proposals 2-2746 to provide information technology contracted technical staffing for a five-year term.

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 extend the coverage of the existing full-time staff to best meet changing workloads of the IS Department. Staffing needs are evaluated annually; however, on average, 15 to 20 full-time equivalent positions are contracted. Supplemental consulting staffing allows the IS Department to quickly adjust resources based on overall workload and projects. The contracted technical staff responsibilities will include supporting OCTA's project management, business applications and the associated infrastructure-related positions, including databases, data warehousing, network, and operating

systems, as well as server and desktop hardware. This has also allowed OCTA's in-house staff to concentrate on the newer technologies, such as business intelligence, server computing, data center virtualization, and end-user collaboration platforms.

The current contract for this service will expire March 31, 2023. As a result, the development of a request for proposals (RFP) to meet these needs was prepared.

Procurement Approach

OCTA's Board of Directors (Board)-approved procurement policies and procedures require that the Board approve all RFPs over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals received in response to the RFP.

The proposed evaluation criteria and weightings are as follows:

- Qualifications of the Firm 25 percent
- Staffing and Project Organization 20 percent
- Work Plan 30 percent
- Cost and Price 25 percent

Qualifications of the firm is weighted at 25 percent as the firm must have the experience and resources necessary to meet the immediate and long-term staffing requirements of this contract. Staffing and project organization is weighted at 20 percent as it is critical for the firm to have experienced and qualified in-house staff to achieve the requirements set forth in the scope of work. Work plan is weighted at 30 percent as the firm must be able to demonstrate their understanding of the project scope and their approach to providing information technology consultants with the required skill levels and experience. Cost and price is also assigned 25 percent to ensure that OCTA receives competitive pricing and value for the services provided.

The contract resulting from this procurement will be for a term of five years. The budget available for this procurement is approximately \$23,621,941.

This RFP will be released upon Board approval of these recommendations.

Fiscal Impact

Funds for the first year of these services are approved in OCTA's Fiscal Year 2022-23 Budget, Finance and Administration/Information Systems, account nos.: 1282-7519-A5354-2YH / 1282-7519-A5354-OXW / 1282-7519-A5354-OYY / 1282-7519-A5354-9S4 / 1282-7519-A5354-9SC / 1282-7519-A5354-070 / 1285-7519-A5359-TSP / 1283-7519-A5352-9TU / 1284-7519-A5352-0X2 / 1284-7519-A5352-2M2 / 1284-7519-A5352-41A / 1284-7519-A5352-07Z. These are funded through local funds. The funding for each subsequent year will be included within that fiscal year's budget.

Summary

Board of Directors' approval is requested to release RFP 2-2746 for information technology contract technical staffing and approve the proposed evaluation criteria and weightings.

Attachment

- A. Draft Request for Proposals (RFP) 2-2746, Information Technology Contract Technical Staffing

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