



***June 8, 2022***

**To:** Finance and Administration Committee

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

**Subject:** Amendment to Agreement for Information Technology Contract  
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 due to increased workload requirements to replace three major systems.

***Recommendation***

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-7-1949 between the Orange County Transportation Authority and Intratek Computer, Inc., in the amount of \$1,492,292, to continue providing contract staffing services for information technology technical positions. This will increase the maximum cumulative obligation of the agreement to a total contract value of \$12,760,052.

***Discussion***

Since consolidation in 1991, the Orange County Transportation Authority (OCTA) has continually sought to improve the way 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 and keep up with the increasing workload of the department. Technical staffing needs are evaluated annually; however, on average, ten to 12 full-time equivalent positions are contracted. Supplemental staffing allows the IS Department to quickly adjust resources based on overall workload and projects. The decision to replace three major systems for asset management, human resource and capital management, and risk management requires additional technical staff.

This request is for an increase in the maximum cumulative obligation by \$1,492,292 to the agreement with Intratek Computer, Inc. (Intratek). The increase is necessary to continue technical staffing services for the duration of the contract term until March 31, 2023. Since the agreement was awarded, an increased demand for contracted technical staff support has accelerated requests to fill technical staffing positions in the last year. In addition, added resources were required for the replacements of both the Enterprise Asset Management and Risk Management systems due to staff requested enhancements. OCTA anticipates acquiring four additional System Business Analysts to support the design and implementation of the new human capital and payroll system, as well as assist with daily operational tasks for employees assigned to the project.

### ***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 increase the maximum cumulative payment obligation by \$1,492,292, bringing the total contract value to \$12,760,052, which 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 Proposed Fiscal Year 2022-23 Budget, Finance and Administration/Information Systems and are funded through local funds.

### ***Summary***

Staff requests Board of Directors' approval to authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-7-1949 between the Orange County Transportation Authority and Intratek

Computer Inc., in the amount of \$1,492,292, to continue providing contract technical staffing services for Information Technology technical positions.

***Attachment***

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

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