



September 25, 2017

To: Members of the Board of Directors

From: Darrell Johnson, Chief Executive Officer *Hermitte P. Johnson for*

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

Overview

Staff has developed the proposed evaluation criteria weightings which will be used to initiate the competitive process to select firm(s) to provide contract technical staffing for data warehouse administration, SharePoint administration, project management, help desk support, desktop support, network administration, and application support for the Information Systems Department.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-1949 to provide information technology contract technical staffing.
- B. Approve the release of Request for Proposals 7-1949 to provide information technology contract 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 Department has been able to extend the coverage of the existing full-time staff and keep up with the increasing workload of the department. Staffing needs are evaluated annually; however, on average, ten to 12 full-time equivalent positions are contracted. Supplemental staffing allows the Information Systems Department to quickly adjust resources based on overall workload and projects. The contractor's responsibilities will include supporting OCTA's business applications and their associated infrastructure, including databases, operating systems, as well as server and desktop hardware. This has also allowed full-time staff to concentrate on the newer technologies, such as business

intelligence, thin-client server computing, data center virtualization, and end-user collaboration platforms.

Each year, the Information Systems Department determines its need for contracted technical staffing. The current contract will expire March 31, 2018. 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 weights, which will be used to evaluate proposals received in response to the RFP.

The proposed evaluation criteria and weights are as follows:

- | | |
|------------------------------|------------|
| • Qualifications of the Firm | 25 percent |
| • Staffing and Organization | 35 percent |
| • Work Plan | 20 percent |
| • Cost and Price | 20 percent |

Several factors were considered in developing the evaluation criteria weights. Staffing and organization is weighted at 35 percent as it is critical for the firm to demonstrate it can provide the experienced and qualified individuals needed to achieve the requirements set forth in the scope of work. Qualifications of the firm is weighted at 25 percent as the proposing firm needs to have the resources to be able to meet the immediate and long-term staffing requirements of this contract. Work plan is weighted at 20 percent as the proposing firm must be able to demonstrate their understanding of the project scope, as well as how to provide the staff with the required skill levels and required experience. Cost and price is also assigned 20 percent to ensure a fair comparison of the proposed rates for the total contract term, as well as ensuring that OCTA receives value for the services provided.

The requested term for this procurement is five years. The requested contract amount for this procurement is \$11,268,000.

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 2017-18 Budget, Finance and Administration/Information Systems, Accounts 1282-7519-A5354-9S6 / 1283-7519-A5352-9TU / 1284-7519-A5352-41A / 1285-7519-A5359-9RS, and are funded through local funds. The funding for each year will be included within that fiscal year's budget.

Summary

Board approval is requested to release RFP 7-1949 to provide information technology contract technical staffing and approval of the proposed evaluation criteria and weights.

Attachment

- A. Draft Request for Proposals (RFP) 7-1949, Information Technology Contract Technical Staffing

Prepared by:



Barry Reynolds
Department Manager, Information
Systems
714-560-5527

Approved by:



Andrew Offelie
Executive Director,
Finance and Administration
714-560-5649



Virginia Abadessa
Director, Contracts Administration and
Materials Management
714-560-5623