



July 10, 2019

To: Finance and Administration Committee

From: Darrell E. Johnson, Chief Executive Officer

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

Overview

On August 25, 2014, the Orange County Transportation Authority Board of Directors approved an agreement with Carpe Datum to provide system manager and business analyst support services for various financial systems used by the Financial Planning and Analysis Department for a five-year term, with one two-year option term. An amendment is required to exercise the option term of the agreement.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-4-1559 between the Orange County Transportation Authority and Carpe Datum to exercise the two-year option term of the agreement, effective September 1, 2019 through August 31, 2021, in the amount of \$383,984, to provide system manager and business analyst support. This will increase the maximum obligation for a total contract value of \$1,398,192.

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.

The FP&A Department currently utilizes Budget and Budget-to-Actuals Reporting System (BUDBAR) to support one of its primary functions. This system helps ensure the development of the budget, tracking of budget-to-actuals, and contract purchase requisitions.

The consultant is responsible for ensuring the stability of each of these systems, as well as the integrity of the data. In addition, the consultant ensures the system operates efficiently and interfaces properly with other financial systems, including accounting, procurement, and payroll. The consultant 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. Combining the system manager function with the duties previously undertaken has proven to be a cost-effective way to manage the workload in the FP&A Department while maintaining a high-quality work product. The consultant is also responsible for providing technical leadership in the development of financial and business planning models in areas such as grant reimbursement, labor reporting, trend analysis, and cost-benefit analysis.

Procurement Approach

This procurement was originally handled in accordance with OCTA's Board of Directors (Board)-approved policies and procedures for professional and technical services. On August 25, 2014, the Board approved the award of the agreement with Carpe Datum. The original agreement was awarded on a competitive basis and includes a five-year initial term with one, two-year option term, in the amount of \$881,920. The agreement has been previously amended in accordance with Attachment A. The initial term of the agreement will expire on August 31, 2019, requiring the option term to be exercised extending the term through August 31, 2021, in the amount of \$383,984, and bringing the total contract value to \$1,398,192.

The hourly rate for the option term was negotiated in the original agreement. Exercising the option term will allow Carpe Datum to continue providing system manager and business analyst support.

Fiscal Impact

The local funds allocated for this agreement are included in OCTA's Finance and Administration Division Fiscal Year 2019-20 Budget; Financial Planning and Analysis, Account 1250-7519-A5266-CAV.

Summary

Staff is recommending the Board authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-4-1559 with Carpe Datum, to exercise the two-year option term in the amount of \$383,984, for a total contract value of \$1,398,192, to provide system manager and business analyst support.

Attachment

- A. Carpe Datum, Agreement No. C-4-1559 Fact Sheet

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