



February 19, 2026

To: Finance and Administration Committee

From: Darrell E. Johnson, Chief Executive Officer 

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

Overview

On February 13, 2023, the Orange County Transportation Authority Board of Directors approved an agreement with Carpe Datum to provide system management and business analyst support services for the various financial systems used by the Financial Planning and Analysis Department, for a two-year initial term, with three, one-year option terms. Board of Directors' approval is requested to amend the agreement to exercise the second option term to continue services for an additional one-year period effective April 1, 2026 through March 31, 2027.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-2-2575 between the Orange County Transportation Authority and Carpe Datum to exercise the second option term, in the amount of \$319,000, to provide system management and business analyst support services, effective April 1, 2026 through March 31, 2027. This will increase the maximum obligation to a total contract value of \$999,340.

Discussion

The Financial Planning and Analysis (FP&A) Department utilizes consultant services to provide system management, ongoing systems maintenance, verification of data integrity, system training, as well as providing insight and recommendations to FP&A management regarding the impact of future technology trends to FP&A's systems. The consultant also provides input for the development and improvement of financial models and develops user and technical documentation for the models, as well as provides ad-hoc analysis when needed to support FP&A management.

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FP&A currently utilizes a cloud-based financial system which consists of a suite of applications, including Microsoft Power Apps, Microsoft Power Business Intelligence, Qlik Sense, and a Microsoft Access Database Management System. This system helps ensure the development of the budget, tracking of budget-to-actuals, and contract purchase requisitions. The consultant provides development, training, and stability of each of these applications, as well as system integrity. Additionally, the consultant ensures that the system operates efficiently and interfaces properly with other financial systems including accounting, procurement, and payroll. The consultant also collaborates with FP&A staff to develop new systems, workspaces, and reports to continue improving work efficiency and quality of reporting within FP&A.

Procurement Approach

The original procurement was handled in accordance with the Orange County Transportation Authority's (OCTA) Board of Directors (Board)-approved procedures for professional and technical services. On February 13, 2023, the Board approved an agreement with Carpe Datum to provide system management and business analyst support services. The original agreement was awarded on a competitive basis and includes a two-year initial term, in the amount of \$591,600, and three one-year option terms. This agreement was previously amended as shown in Attachment A.

The proposed Amendment No. 3 is to exercise the second option term through March 31, 2027, and increase the maximum cumulative payment obligation in the amount of \$319,000, bringing the total contract value to \$999,340. The budget for this amendment is based on current and anticipated usage for system management and business analyst support services. Although escalation was negotiated in the original agreement, staff from the Contracts Administration and Materials Management Department had negotiated holding the initial term rates through the first option term and was able to negotiate continuing to hold the initial term rates through the second option term resulting in an approximate cost savings of \$22,000 for the second option term. Exercising the second option term will allow Carpe Datum to continue providing system management and business analyst support services through March 31, 2027.

Fiscal Impact

The local funds allocated for this agreement are included in OCTA's Finance and Administration Division Fiscal Year 2025-26 Budget; Account No. 1250-7519-A5266-CAV and is funded through the general fund.

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Summary

Based on the information provided, staff recommends the Board of Directors authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-2-2575 between the Orange County Transportation Authority and Carpe Datum, to exercise the second option term, in the amount of \$319,000, effective April 1, 2026 through March 31, 2027 for system management and business analyst support services. This will increase the maximum obligation of the agreement to a total contract value of \$999,340.

Attachment

- A. Carpe Datum, Agreement No. C-2-2575 Fact Sheet

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