

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4b
Date of Meeting November 4, 2014

DATE: October 28, 2014
TO: Theodore J. Fick, Chief Executive Officer
FROM: Peter Garlock, Chief Information Officer
SUBJECT: Ultra Common Use System

Five Year Amount: \$687,205 **Source of Funds:** Operating Budget
Est. State and Local Taxes: \$65,300 **Est. Jobs Created:** N/A

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute an amendment to extend maintenance and support for the Ultra system for the next five years, at a cost not to exceed \$753,000.

SYNOPSIS

Approval of this request will allow the Port to continue receiving technical support and software upgrades for the Ultra Common Use Systems used at gates and check-in counters throughout the SeaTac Airport, through December 31, 2019.

The Port of Seattle began using Ultra's system for common use at check-in counters and gates in 2009. The original contract included support for five years at a fixed price for each year.

BACKGROUND

The Ultra Common Use Systems are critical for airport operations. In order to receive continued technical support and upgrades for these systems as they become available, the Port must renew its annual software support agreements. The Port fully intends to use Ultra's system for at least the next five years.

Ultra software support services include the following:

- Software updates and bug fixes, including security vulnerabilities that may arise
- Major upgrades to add functionality
- Technical support 24 hours per day, 7 days a week

We are requesting Commission authorization to amend the existing contract with Ultra to lock in pricing and support terms for the next five years, with an option to cancel. Renewal decisions will then be made annually.

COMMISSION AGENDA

Theodore J. Fick, Chief Executive Officer

October 28, 2014

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PROJECT JUSTIFICATION AND DETAILS

N/A

FINANCIAL IMPLICATIONS

Total renewal costs (including sales tax) for the five year period are estimated below:

License and Support Costs (2015-2019):

Year	Annual Support Amount	Sales Tax	Total
2015	\$137,441	\$13,060	\$150,500
2016	\$137,441	\$13,060	\$150,500
2017	\$137,441	\$13,060	\$150,500
2018	\$137,441	\$13,060	\$150,500
2019	\$137,441	\$13,060	\$150,500
Total	\$687,205	\$65,300	\$752,500

Budget Status and Source of Funds

This is not a request for funding. The 2015 expense is included in the Information and Communication Technology (ICT) annual budget. Future years will also be budgeted in ICT.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Do not renew support. This would mean we do not receive updates and upgrades for the Ultra software. We would not receive assistance with any problems or security vulnerabilities arising in the software. This would mean our version of Ultra would rapidly become outdated, as well as increasing the risk of extended downtime due to software failure. This is not the recommended alternative.

Alternative 2) – Renew support and amend the agreement to provide for five years of support, with an ability to cancel. The total cost of this option is \$752,500. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- The original project was approved by the Commission on September 23, 2008.