

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
ACTION ITEM

Item No. 4d
Date of Meeting August 9, 2016

DATE: August 1, 2016
TO: Ted Fick, Chief Executive Officer
FROM: Peter Garlock, Chief Information Officer
SUBJECT: Web Development services for future projects

Maximum Contract Value: \$1,000,000

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute an indefinite delivery, indefinite quantity (IDIQ) contract for web development services in the amount of \$1,000,000 with a contract duration of five years and an ordering period of five years in support of upcoming capital improvement and expense projects to improve Port web-based systems. There is no budget request associated with this authorization.

SYNOPSIS

In the next few years, Information & Communication Technology (ICT) forecasts several projects to build or improve Port web applications. Procuring a web development services IDIQ contract will allow the Port to meet the needs of the planned projects in a timely and more cost effective manner. The first project intended to utilize this IDIQ contract is the Port Website Upgrade project, scheduled for Commission approval on August 9, 2016.

IDIQ contracts provide the Port with the flexibility to meet business requirements as they arise by issuing individual service directives to accomplish tasks within a general, pre-defined scope of work on an as needed basis for a fixed period of time and a maximum contract amount.

Competitively procured IDIQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution No. 3605, as amended by Resolution No. 3628, and governed by CPO-1 policy. Budgets to utilize these contracts will come separately from either annual operating budget or individual project authorizations.

PROJECT SCOPE OR WORK AND SCHEDULE

Web development consulting services may consist of functional resources for project management and requirements analysis, resources proficient in current website and user interface design, and technical resources for development.

Service directives will be written with stipulated not-to-exceed amounts and will identify the scope of services. The contract will have a duration of five years; however, because there is a five-year ordering period, the contract duration may be extended to allow for work initiated

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during the contract ordering period to be fully implemented. Each service directive will specify the specific scope, duration, and schedule associated with the work.

FINANCIAL IMPLICATIONS

The total estimated project services will not exceed \$1,000,000. No work is guaranteed to the consultants and the Port is not obligated to pay the consultant until a service directive is executed. After receiving authorization for each project in accordance with Port policy, the actual work will be fully defined and the Port will issue individual project-specific service directives.

SMALL BUSINESS PARTICIPATION

The IDIQ contract will be set aside for Small Business provided the Port receives two or more qualified proposers.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Prepare separate procurements each time web development services are required.

Pros:

- (1) Separate procurements may allow you to more precisely fit requirements for specific projects to a consultant.

Cons:

- (1) This alternative would require more procurement processes, add time to projects, and increase administrative costs in order to hire consultants for each project.

This is not the recommended alternative.

Alternative 2 – Prepare a single procurement to contract with a web development consultant provider for needs as they arise.

Pros:

- (1) This alternative would minimize the number of procurement processes necessary for timely completion of projects.

Cons:

- (1) Use of this IDIQ contract may not be appropriate for a future project requiring a specialized solution.

This is the recommended alternative.

ATTACHMENTS TO THIS REQUEST

- None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None.