



**COMMISSION
AGENDA MEMORANDUM**

Item No. 4b

ACTION ITEM

Date of Meeting March 28, 2017

DATE: March 20, 2017
TO: Dave Soike, Interim Chief Executive Officer
FROM: Peter Garlock, Chief Information Officer
SUBJECT: Maximo Consulting Service for Future Products

Contract amount: \$1,600,000

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute an indefinite delivery, indefinite quantity (IDIQ) contract for Maximo consulting services in the amount of \$1,600,000 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 Asset Management software systems. There is no budget request associated with this authorization.

EXECUTIVE SUMMARY

Over 700 Port of Seattle employees in Aviation Maintenance (AVM), Marine Maintenance (MM), Airport Communications Center (ACC), and Information & Communication Technologies (ICT) organizations rely upon the IBM Maximo system and associated systems for scheduling and mobility to track and manage assets, parts inventories, work orders, and incidents. In the next few years, several projects are forecasted to improve asset management processes supported by these applications. Procuring a single Maximo Consulting services IDIQ contract to be used by all organizations will allow the Port to meet the needs of the planned projects in a timely and more cost effective manner and support the "One-Port" initiative.

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 General Delegation of Authority and governed by CPO-1 policy. Budgets to utilize these contracts will come separately from either annual operating budget or individual project authorizations.

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The project manager will coordinate with the small business team to maximize small business participation, as part of the selection criteria.

PROJECT SCOPE OF WORK AND SCHEDULE

Maximo consulting services consist of functional resources for project management, requirements analysis, configuration, and testing, and technical resources for development. Planned projects include streamlining procurement, delivery, work order update, and material request processes; supporting new processes for janitorial requests, operations inspections, and leave requests; additional dashboards; and map integration.

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

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Prepare separate procurement each time Maximo consulting services are required.

Cost Implications: \$50,000 - \$100,000

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 Maximo consultant provider for needs as they arise.

Cost Implications: \$10,000

Pros:

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

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Cons:

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

This is the recommended alternative.

FINANCIAL IMPLICATIONS

The total estimated project services will not exceed \$1,600,000. 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.

ATTACHMENTS TO THIS REQUEST

None

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None