



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6a

**ACTION ITEM**

**Date of Meeting** January 9, 2018

**DATE:** January 2, 2018

**TO:** Dave Soike, Interim Executive Director

**FROM:** Peter Garlock, Chief Information Officer

**SUBJECT:** Technology Consulting Services for future projects and operations

**Amount of this request:** \$0

**Maximum Contract Value:** \$3,000,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute two indefinite delivery, indefinite quantity (IDIQ) contracts for technology contractors as needed to support systems, projects, and services for a total amount not to exceed \$3,000,000, with a contract ordering period not to exceed five years. There is no funding request associated with this authorization.

**EXECUTIVE SUMMARY**

The Information and Communication Technology (ICT) Department must intermittently utilize information technology contractors whenever specific services or unique technical skills are required. In the past, examples of specialized systems skills have included wireless network redesign, and upgrades to Maximo, PeopleSoft and SharePoint. Resource requirements for these specialized services and skills can fluctuate significantly with project workloads and system maintenance requirements. It is therefore impractical to hire full time staff to meet these short term specialized needs. In addition, there are numerous occasions where these specialized skills are needed on short notice to resolve problems, implement a necessary system enhancement, or quickly meet an unanticipated compliance issue. To more effectively meet these needs, in December 2006, November 2009, and December 2012, the Commission authorized ICT to utilize IDIQ contracts to streamline the process of hiring temporary contractors to supplement Port technical staff.

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.

This request is to execute two contracts. The first will be valued at \$2,500,000 and will be awarded to the highest-ranked qualified firm. The second will be valued at \$500,000 and will be awarded to the highest-ranked qualified Certified Small Business. If the highest ranked firm is

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itself a Small Business Enterprise, the entire \$3,000,000 will be awarded to this firm. If either firm is unable to supply qualified candidates, any remaining funds may be transferred to the other contract.

### **DETAILS**

Technical consulting services will include of a variety of skillsets including Project Management, Testing, Client Support, Development, and Engineering. In the previous five years, ICT has issued 23 service directives against the current IDIQ contracts.

#### ***Scope of Work***

Service directives will be written with stipulated not-to-exceed amounts and will identify the scope of services. The contracts will have a duration of five years; however, because there is a five-year ordering period, 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** – Complete a separate procurement each time technical services are required

#### **Pros:**

- (1) Separate contract procurements would allow consulting firms multiple opportunities to compete for each individual project.

#### **Cons:**

- (1) Reduces our ability to quickly react to emerging business requirements.
- (2) This alternative would increase overhead and administrative costs to the Port as we would need to manage more procurement processes and contracts.

This is not the recommended alternative.

**Alternative 2** – Increase Port Staff to provide technical services

#### **Cons:**

- (1) It will take significant time to hire staff with the necessary skill sets. This would delay critical projects.
- (2) New Port Staff would need to have a broad set of specific skills which would be difficult to acquire in a manageable number of additions. Consultants have staff with these skills and can utilize them on an hour by hour basis as needed.

This is not the recommended alternative.

**Alternative 3** – Procure two IDIQ contracts to provide Technical Consulting services.

#### **Pros:**

- (1) This alternative would ensure the Port has the functional or technical resources with the necessary skills to assist with future projects as needed.

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- (2) Significant time and procurement cost would be saved by consolidating procurements for future projects.
- (3) Improves ability to react quickly to emerging business requirements.

Cons:

- (1) The number of opportunities available to firms to compete for individual projects is limited.

***This is the recommended alternative.***

**FINANCIAL IMPLICATIONS**

The total estimated project services will not exceed \$3,000,000. No work is guaranteed to the consultants and the Port is not obligated to pay the consultant until a service directive is executed and services are provided. 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**

December 12, 2012 – The Commission authorized multiple IDIQ contracts for a total not to exceed \$6,000,000 over five years

November 23, 2009 – The Commission authorized multiple IDIQ contracts for a total not to exceed \$11,000,000 over three years

December 12, 2006 – The Commission authorized multiple contracts for a total not to exceed \$3,500,000 over three years