



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6c

ACTION ITEM

Date of Meeting May 12, 2020

DATE: May 1, 2020

TO: Stephen P. Metruck, Executive Director

FROM: Krista Sadler, Director Technology Delivery

SUBJECT: Technology Consulting Services Contract Authorization (Short Form)

Amount of this contract: \$5,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute an indefinite delivery, indefinite quantity (IDIQ) contract for technology contractors as needed to support systems, projects, and services for a total amount not to exceed \$5,000,000, with a contract ordering period not to exceed five years. There is no funding request associated with this authorization.

SUMMARY

The Information and Communication Technology (ICT) Department must intermittently utilize information technology contractors whenever specific services or unique technical skills are required or additional resources are needed temporarily for project delivery. 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, the Commission has previously authorized ICT to utilize IDIQ contracts four times over the past fourteen years 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 and a maximum contract amount. ICT is working with the Diversity in Contracting Department to determine the appropriate women-and-minority-owned business enterprise (WMBE) aspirational goal.

There are no attachments to this memo.