

Date: December 10, 2014

To: Board of Directors

From: Neil McFarlane *Neil McFarlane*

Subject: **RESOLUTION 14-12-58 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A MODIFICATION TO THE CONTRACT WITH IMERGE CONSULTING, INC. FOR RECORDS MANAGEMENT CONSULTING SERVICES**

1. Purpose of Item

The purpose of this item is to request that the TriMet Board of Directors (“Board”) authorize the General Manager to execute a modification to the contract with IMERGE Consulting, Inc. (“IMERGE”) for Records Management Consulting Services in support of TriMet’s Information Governance Initiative.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other _____

3. Reason for Board Action

Board authorization is required for personal services contracts obligating TriMet to pay in excess of \$150,000.

4. Type of Action:

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

In 2013, TriMet launched the Information Governance Initiative (“Initiative”) to improve the management of its records and information. As a preliminary step, TriMet issued a competitive Request for Proposals (“RFP”) for Records Management Consulting Services to assist with the Initiative’s Phase I tasks. Ten companies submitted proposals and the top three found to be in the competitive range were selected for further review (Celerity Consulting Group, Epiq Systems, and IMERGE Consulting). IMERGE was awarded the contract in September 2013 based on its competitive pricing, its subject matter expertise in the records and information management field, and its broad experience working with governmental entities.

The Initiative was still in its nascent stages when the contract was first executed, so Legal staff did not anticipate Records Management Consulting Services to exceed \$150,000 at that time. Phase I was primarily an initial inquiry meant to provide TriMet with a starting point and an overall Initiative plan. Phase I included the following deliverables: agency-wide records inventory/survey; assessment of records management practices and recommendations for improvement; high-level agency-wide file classification plan; and a report identifying requirements for an Enterprise Content Management (“ECM”) technology solution. Over the course of Phase I the Initiative evolved, so that its approach is now measured by and focused on projects that provide incremental improvements to better position TriMet for an ECM in the future.

The Initiative is now in Phase II, which includes implementing projects based upon IMERGE’s records assessment and recommendations provided in Phase I. One of these projects is to expand Phase I’s draft agency-wide file classification plan by developing more detailed divisional file plans. To date, IMERGE consultant Charmaine Brooks has developed the draft agency-wide file plan and divisional file plans for three divisions. She has the requisite knowledge and experience in taxonomy development to complete this task and is already familiar with TriMet’s records. Staff already knows Ms. Brooks from Phase I, so retaining IMERGE to complete this project would maintain consistency and facilitate efficiencies in the accomplishment of the Initiative project. IMERGE’s performance under the contract has been excellent.

The attached Resolution authorizes a modification to the IMERGE contract in the maximum amount of \$60,000 to cover the Phase II tasks; this amount is within the budget established for the Initiative. As modified, the total maximum contract amount will be \$204,025.

6. Procurement Process

This contract was procured through a competitive RFP process.

7. Financial/Budget Impact

The amount of the modification will be up to \$60,000, which is included within the budget for FY 2014-15.

8. Impact if Not Approved

If this Resolution is not approved, TriMet would need to re-procure the services for the modification, which is not desirable because there was adequate competition for the contract initially and a new procurement is not likely to result in a more favorable result. A new solicitation would cause delays, and if a new vendor were selected, that vendor would need to build a base of knowledge about TriMet’s records and information (which IMERGE already has) in order to complete work that IMERGE has already begun.

RESOLUTION 14-12-58

**RESOLUTION OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING
A MODIFICATION TO THE CONTRACT WITH IMERGE CONSULTING,
INC. FOR RECORDS MANAGEMENT CONSULTING SERVICES**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a modification to the contract with IMERGE Consulting, Inc. for Records Management Consulting Services (“Modification”); and

WHEREAS, the total amount of the contract as modified shall exceed \$150,000;
and

WHEREAS, the TriMet Board of Directors (“Board”), by Resolution dated November 25, 2009, adopted a Statement of Policies requiring the Board to approve personal services contracts obligating TriMet to pay in excess of \$150,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Modification shall be in conformance with applicable laws.
2. That the General Manager or his designee is authorized to execute the Modification.

Dated: December 10, 2014

Attest:

Presiding Officer

Recording Secretary

Approved as to Legal Sufficiency:



Legal Department