

**Date:** December 14, 2022

**To:** Board of Directors

**From:** Sam Desue, Jr.

**Subject:** **RESOLUTION NO. 22-12-66 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH INNOVATIONS IN TRANSPORTATION, INC. (INIT) FOR HOP FASTPASS INSPECTION EQUIPMENT AND IMPLEMENTATION SERVICES**

**1. Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute contract with Innovations in Transportation, Inc. (INIT) for Fare Inspection Equipment and Software Implementation Services (Contract).

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other:

**3. Type of Contract Procurement**

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other: Sole Source

**4. Reason for Board Action**

Board authorization is required for all goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

**5. Type of Action**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other \_\_\_\_\_

**6. Background**

TriMet has a need for a contractor to provide a replacement for the fare inspection hardware and software (Validation Solution) used by TriMet as well as C-TRAN, Portland Streetcar, and City of Portland Transit Police (TPD) to validate Hop Fares. Components of this Validation Solution include the Fare Inspection Application, the Fare Inspection Hardware, and the Backoffice and Reporting hardware and software. The current Validation Solution was developed under a contract awarded in 2014 via a competitive Request for Proposal process. Because this system has reached the end of its useful life, TriMet issued the RFP to obtain a new, replacement Validation Solution.

**7. Description of Procurement Process**

TriMet issued an RFP for Fare Inspection Equipment and Software Implementation Services on August 31, 2022, with proposals due on October 10, 2022. A total of 241 firms were notified of the RFP via TriMet’s eProcurement System (TriP\$). Four (4) proposers submitted proposals: Axiom XCell, Inc. (Axiom), INIT, Moovel North America (Moovel), and SoftSource Consulting, Inc. (SoftSource).

A Source Evaluation Committee (SEC) comprised of IT, Safety & Security and Fare Revenue staff evaluated the proposals. The evaluation criteria included (1) qualifications of proposer, key staff and workforce diversity, (2) understanding the work (including the firm’s experience, technical competency and its approach to the work), and (3) Price. The SEC elected to bring all four proposers in for interviews and demonstrations, which occurred on October 26 and 27, 2022.

After the interviews, demonstrations and initial proposal reviews, the SEC determined that only INIT remained within the competitive range. The SEC requested a Best and Final Offer (BAFO) from INIT, which was received on November 9, 2022. Final scores for all proposers are summarized in the table below:

|                                   | Possible Points | INIT        | Axiom       | Moovel      | SoftSource  |
|-----------------------------------|-----------------|-------------|-------------|-------------|-------------|
| <b><u>Evaluation Criteria</u></b> |                 |             |             |             |             |
| Qualifications, Staff & Diversity | 20              | 17.3        | 16.3        | 10.6        | 13.3        |
| Work Plan .....                   | 50              | 41.3        | 34.7        | 32.3        | 22          |
| Technical Proposal Totals ....    | <b>70</b>       | <b>58.6</b> | <b>51</b>   | <b>42.9</b> | <b>35.3</b> |
| Price Proposal .....              | <b>30</b>       | <b>30</b>   | <b>22.5</b> | <b>6.6</b>  | <b>5.9</b>  |
| Total Scores .....                | <b>100</b>      | <b>88.6</b> | <b>73.5</b> | <b>49.5</b> | <b>41.2</b> |

The proposed contract with INIT will be for a seven-year term, with TriMet retaining the unilateral option to terminate for convenience for any reason during that period. The total amount of the contract will not exceed \$1,490,817 for the contract term. TriMet staff has determined that INIT’s pricing is fair and reasonable in relation to the local market for the type of work, and in comparison with rates for similar services.

**8. Diversity**

INIT’s total employee count is 106, and its workforce is 23.5% minority and 24% female. INIT will self-perform the majority of the work under the contract, and will subcontract with TransSIGHT, a DBE, for 1.25% of the work, to create and review documentation and training manuals. TriMet staff will work with INIT to identify other DBE subcontracting opportunities.

**9. Financial/Budget Impact**

The Contract price is included within the Finance & Administration Budget for FY 2023.

**10. Impact if Not Approved**

The current equipment is no longer supported technically by the manufacturer. If TriMet fails to contract with INIT, TriMet will risk the continued use of obsolete equipment that cannot reliably perform the requirements of fare inspection and validation. Further, INIT is a well-qualified firm and has offered fair and reasonable pricing.

**RESOLUTION NO. 22-12-66 OF THE TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A  
CONTRACT WITH INNOVATIONS IN TRANSPORTATION, INC. (INIT) FOR HOP  
FASTPASS INSPECTION EQUIPMENT AND IMPLEMENTATION SERVICES**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into a contract with INIT to provide HOP Fastpass Inspection Equipment and Implementation Services (Contract); and

**WHEREAS**, by Resolution No. 22-05-35, dated May 22, 2022, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize contracts obligating TriMet to pay in excess of \$1,000,000; and

**WHEREAS**, the value of the Contract exceeds the amount of \$1,000,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in an amount not to exceed \$1,490,817 over the seven-year life of the Contract.

Dated: December 14, 2022

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Presiding Officer

Attest:

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Recording Secretary

Approved as to Legal Sufficiency:

***Gregory E. Skillman***  
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Legal Department