

STAFF REPORT

DATE: September 23, 2024
TO: Sacramento Regional Transit Board of Directors
FROM: Blanca Salcedo, VP, Operations
SUBJ: APPROVING A SOLE SOURCE PROCUREMENT AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE THE SEVENTH AMENDMENT TO THE SOFTWARE LICENSE AND SERVICES AGREEMENT WITH ECOLANE USA INC. FOR COMPLEMENTARY PARATRANSIT SCHEDULING AND DISPATCHING SOFTWARE

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Amending the current Contract with Ecolane USA Inc. ("Ecolane") to extend by six months will allow SacRT to continue to use complementary paratransit scheduling and dispatching software needed to provide complementary paratransit service.

FISCAL IMPACT

Staff is still negotiating the cost of the extension with Ecolane. However, the Seventh Amendment would increase the Contract Total Consideration by no more than \$15,500.00. Of this amount, a portion will be fixed fees for product licensing and maintenance for an additional month beyond the sixth year (ending March 31, 2025) authorized in the Sixth Amendment. The remaining amount of \$10,500.00 will cover cost for text message bundles, billed as messages are sent. The increase for FY 24 - 25 is included in the approved FY 24 - 25 Operating Budget.

DISCUSSION

SacRT began to provide complementary paratransit and demand-response service in-house in February 2019. In December 2019, under Resolution No. 19-12-0129, the SacRT Board delegated authority to the GM/CEO to approve and execute a Contract with Ecolane to provide complementary paratransit scheduling and dispatching software using the National Cooperative Purchasing Alliance (NCPA), which had conducted a full and open competitive procurement in compliance with SacRT requirements prior to awarding a contract to Ecolane. The Master Agreement through NCPA expired on March 31, 2024.

On February 26, 2024, by Resolution 2024-02-013, the Board approved a sole source justification and Sixth Amendment to the Contract with Ecolane to extend the term by an additional six months to provide time for SacRT to conduct a consolidated procurement for both demand-response and complementary paratransit services and award a new contract for those services.

A solicitation for the consolidated services was issued April 12, 2024, and proposals were received on June 5, 2024. However, after receipt of the proposals, uncertainty arose concerning whether SacRT would have a continued need for demand-response scheduling services, as discussed in the information item being presented at this Board meeting concerning the future of SmaRT Ride. Because the initial solicitation was focused on the benefits of a consolidated offering for both services, Staff made the decision to cancel the initial solicitation and move forward with a solicitation focused solely on complementary paratransit services.

Staff released a Request for Proposals (RFP) for ADA Paratransit Scheduling, Dispatch and Eligibility Software as a Service for both paratransit scheduling and dispatching software on PlanetBids eProcurement system on July 26, 2024. Proposals are due on September 6, 2024. Staff will require time to evaluate proposals, hold interviews (if needed), and award a contract. To ensure there is not a lapse in services, Staff requests the Board to approve the Seventh Amendment to the Contract with Ecolane to extend the term through April 30, 2025. Ecolane did not offer a prorated annual license rate for the extension approved in the Sixth Amendment, so license fees for six months of the requested seven-month extension were already accounted for in the Sixth Amendment. However, additional funds will be needed to cover text messaging and the prorated license fee for an additional one month, the cost of which is still being settled with Ecolane, which is why a delegation of authority is being requested at this time.

The amendment amount is considered fair and reasonable as Ecolane has confirmed that the current pricing for text messages and the single month of license fees will remain the same.

RESOLUTION NO. 2024-09-100

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 23, 2024

APPROVING A SOLE SOURCE PROCUREMENT AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE THE SEVENTH AMENDMENT TO THE SOFTWARE LICENSE AND SERVICES AGREEMENT WITH ECOLANE USA INC. FOR COMPLEMENTARY PARATRANSIT SCHEDULING AND DISPATCHING SOFTWARE

WHEREAS, Ecolane USA Inc. (“Ecolane”) has provided complementary paratransit scheduling and software services to SacRT since 2019; and

WHEREAS, SacRT has been satisfied with the services provided by the Ecolane software; and

WHEREAS, the existing Software License and Services Agreement will expire October 31, 2024; and

WHEREAS, SacRT has a federal regulatory obligation to provide complementary paratransit services, which requires both timely scheduling and dispatching; and

WHEREAS, as planned when the Sixth Amendment was approved on a sole source basis, SacRT conducted a consolidated procurement for both demand-response and complementary paratransit services with the intent to award a new contract for those services; and

WHEREAS, due to a change in business needs, a decision was made to cancel the initial solicitation and move forward with a solicitation focused solely on complementary paratransit services; and

WHEREAS, due to the cancelation and re-solicitation, there is insufficient time to complete the solicitation and award process for complementary paratransit scheduling services prior to expiration of the current contract on October 31, 2024.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, pursuant to Section 1.405.B.2 of the Procurement Ordinance, the Board has determined that it is in the best interest of SacRT to amend the existing service Contract with Ecolane to provide for continued services until April 30, 2025, while a new competitive solicitation is completed for a long-term contract for these services.

THAT, authority is hereby delegated to the General Manager/CEO to approve and execute the Seventh Amendment to the Software License and Services Agreement between Sacramento Regional Transit District, therein referred to as "Licensee," and Ecolane USA, Inc., therein referred to as "Licensor," to extend the term to April 30, 2025 and increase the total maximum consideration by no more than \$15,500.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary