



CONTRA COSTA
transportation
authority

REQUEST FOR QUALIFICATIONS # 08-2

Software Selection Consulting Services

The Contra Costa Transportation Authority is requesting qualifications from independent consulting firms to evaluate and assist in the selection of a software application. The initial work to be performed is an analysis of the Authority's software needs and determining an approach to either purchase an "off-the-shelf" system or a customized solution. The consultant will then assist the Authority by researching suitable software vendors, facilitating and scripting demos, evaluating vendor materials, developing selection criteria, and preparing an implementation plan, including milestones and target dates. Firms interested in being considered for this engagement are invited to submit qualifications.

The Authority currently uses an Access data base to track and report on its capital improvement investment pursuant to a strategic plan. All accounting transactions are also submitted manually to the County of Contra Costa for posting within the County's general ledger. Transactions for capital improvements and contracts are also input into the Access data base. There are no automated interfaces between the Access data base and the County's general ledger. The goal of the Authority is to develop a plan to implement its own financial information system utilizing best practices, automated work flow, project management tools and other applications suitable for this organization.

Statements of qualification, including 3 hardcopies and 1 electronic version (pdf format) are due by noon on February 25, 2008, to the following:

Contra Costa Transportation Authority
3478 Buskirk Avenue, Suite 100
Pleasant Hill, Ca 94523

rcarlton@ccta.net

Any questions regarding this process should be directed to Randall Carlton, Chief Financial Officer at (925) 256-4725.

BACKGROUND

The Contra Costa Transportation Authority (the "Authority") was established in 1988 when Contra Costa voters passed a 20-year, one-half of one percent (1/2 %) sales tax (known as Measure "C") for specified transportation purposes. In 2004, the voters of Contra Costa extended the one-half of one percent countywide transportation sales tax (known as Measure "J") through 2034. Funding from Measure C ends in March 2009 and Measure J funding begins in April 2009. The Authority performs three principal functions: 1) the implementation of the original Measure C and Measure J Transportation Expenditure Plans; 2) the Congestion Management Agency ("CMA") for Contra Costa; and 3) the program manager for Transportation for Clean Air (TFCA) funds. The Authority's budget, for both operating and capital for fiscal year 2007-08, totals \$155 million. The Authority is its own governmental entity, not a department or agency under the County.

The Authority is charged with the administration of the Countywide half-cent sales tax and is responsible for ensuring that the sales tax revenues are expended consistent with the ordinance and the expenditure plan approved by the voters. In 1991, the Authority was designated as the CMA for Contra Costa, giving the Authority the responsibility to plan and set priorities for a wide variety of transportation funding programs at the state and federal levels. From the outset, the Board chose to limit permanent staff and to use private consultants to supplement the staff whenever specialized expertise was required, or when workload demands warranted additional support. Administrative salaries and benefits are limited to 1% of sales tax revenues collected. There are 19 fulltime and permanent staff members, including an Executive Director which reports to an 11 member Board of Commissioners.

CURRENT TECHNOLOGY DESCRIPTION

The Authority has a 2003 Microsoft Small Business Server and Exchange Server. Microsoft Office applications, including Word, Excel, PowerPoint, Access and Outlook are commonly used by the workgroup. Systems administration and network support are outsourced to EndSight, a technology firm located in Berkeley. EndSight is a Microsoft GOLD certified company and also provides user support on Microsoft applications. Representatives of EndSight, including the designated Chief Information Officer and Systems Administrator, will be involved in this initiative as needed. The Authority does not have any permanent technology staffing.

PRELIMINARY SCOPE OF SERVICES

The Consultant will be expected to manage a software selection process and position the Authority to implement a new systems application initiative. Specific requirements include the following:

1. **Work Plan.** Develop a work plan which includes milestones and a timeline. The timeline should be driven by the Authority's need to implement a software solution by January 2009 in time for the transition to the Measure J expenditure plan in March 2009.
2. **Needs Assessment.** Work with Authority staff and program management consultants to determine high-level requirements from an information system and recommend either an

“off-the-shelf” or custom application approach. Consultant will be expected to review related documentation, interview Authority staff and project managers, and utilize information gathered to develop a written plan and specification document to be used by software vendors. The consultant will also be expected to include functional recommendations aimed at improving financial office automation, project management tools, ad hoc and standard reporting, financial reporting and budget management.

3. **Vendor Research.** Evaluate software vendors and conduct research to identify a short list of software providers consistent with the Authority’s objectives. The deliverables from this effort would need to include a matrix and other information which describes key elements of each software vendor and present this information to Authority staff for consideration.
4. **Software Demos.** Prepare demo scripts representing Authority business processes. The purpose of the demos is to assist Authority staff in understanding and evaluating the functionality of each software vendor. The consultant will facilitate the demos and post demo discussions with Authority staff.
5. **Software Selection.** Provide materials useful in evaluating all aspects of the software vendors, including the Authority’s needs requirements, implementation needs and post implementation support and growth. Although the selection decision on the software will be made by the Authority, it is expected that the consultant will present the software recommendation to the executive staff and the Board.
6. **Software Contract.** Support the Authority in reviewing software contracts, including licenses, maintenance, training and implementation services. Assistance may be required with contract negotiations.

STATEMENT OF QUALIFICATIONS REQUIREMENTS

The statement of qualifications should be prepared to include the following information:

1. **Transmittal Letter.** A letter signed by an authorized representative clearly stating the firm’s understanding of the work to be performed and its capabilities to meet the Authority’s objectives. The letter should include an affirmative statement that the firm is independent of software vendors and in no way profits from the selection of one firm over another. Mention recent certifications, recognitions or awards the firm has received.
2. **Qualifications and Experience.** Describe the qualifications of the firm, focusing particularly on experience in completing similar engagements for public agencies of similar scale and objectives. A minimum of three specific examples is preferred.
3. **Project Manager.** Provide a professionally oriented bio of the principal project manager to be assigned throughout this engagement. The bio should highlight experience most relevant to this engagement.
4. **Approach.** Describe the general approach if your firm is selected for this engagement, including key tasks, deliverables, anticipated level of effort and timelines consistent with the Scope of Services.

5. **References.** Provide two comparable references, including name and contact information.
6. **Fee Information.** Describe the fee terms to perform the scope of services.

The Authority reserves the right to negotiate the scope of services and fee terms as mutually agreed to by the parties. Furthermore, the Authority reserves the right to reject all proposals. The selection of the firm will be based on a combination of factors, including qualifications, relevant experience, understanding of the Authority's objectives, and cost effectiveness.

QUALIFICATION SUBMISSION

Statements of qualification, including 3 hardcopies and 1 electronic version (pdf format) are due by noon on February 25, 2008, to the following:

Contra Costa Transportation Authority
3478 Buskirk Avenue, Suite 100
Pleasant Hill, Ca 94523

rcarlton@ccta.net

Any questions regarding this process should be directed to Randall Carlton, Chief Financial Officer at (925) 256-4725.