City of Culver City

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Staff Report Details (With Text)

File #:	20-1094	**Version:** 2	**Name:**
Type:	Minute Order	**Status:**	Consent Agenda
File created:	6/18/2020	**In control:**	City Council Meeting Agenda
On agenda:	7/13/2020	**Final action:**	
Title:	CC - Approval of a Professional Services Agreement with Clever Devices, Ltd. to Design and Implement a Workforce Management Software System (MTRAM aka M.A.I.O.R.) in an Amount Not-to-Exceed $890,366		
Sponsors:			
Indexes:			
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Date	Ver.	Action By	Action	Result

CC - Approval of a Professional Services Agreement with Clever Devices, Ltd. to Design and Implement a Workforce Management Software System (MTRAM aka M.A.I.O.R.) in an Amount Not-to-Exceed $890,366

Meeting Date: July 13, 2020

Contact Person/Dept: Mike Tobin / Transportation
Phone Number: 310-253-6593

Fiscal Impact: Yes [X] No []   **General Fund:** Yes []   No [X]

Public Hearing: []   **Action Item:** []   **Attachments:** []

Commission Action Required: Yes []   No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (07/08/2020);

Department Approval: Rolando Cruz (06/29/2020)

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RECOMMENDATION

Staff recommends the City Council approval of a professional services agreement with Clever Devices, Ltd. to design and implement a transportation workforce management software system (MTRAM aka M.A.I.O.R.) for a base amount of $766,902, and a total not-to-exceed amount of $890,366.

BACKGROUND/DISCUSSION

Culver City Transportation Department's Operations Division (Culver CityBus) is budgeted for 120 bus operators and two (2) Culver CityRide van operators. To provide services and manage this workforce, the Operations Division relies on a plethora of complex and labor-intensive business processes. A good portion of these processes are performed manually through paper-based forms, Excel spreadsheets and several other inefficient and cumbersome methods. As a result, an inordinate amount of resources are expended on meeting service on a day-to-day basis.

The MTRAM software solution will improve the efficiency of routinely performed operational tasks including management of employee personnel information, bidding, daily scheduling, workforce management, daily dispatching, employee performance management, and timekeeping /payroll integration. The system will eliminate the Division's reliance on paper-based forms and electronic spreadsheets and will serve as the database of record for all Employee Information. As a database of record, MTRAM will improve data integrity, data consistency and efficiency, allowing end users to easily access information in a centralized location and streamlined interface, thereby reducing data errors and/or record duplications.

Culver City recently partnered with Clever Devices to implement a CAD/AVL (Computer-Aided Dispatch / Automatic Vehicle Location) system. This project is currently being closed out, however during the project the need for a workforce management software was highlighted. Clever Devices offered to partner with Culver City to utilize their recently acquired software and to design, build and implement a robust software solution that would meet the operations needs of the organization. MTRAM is currently being used by various properties throughout Europe and is beginning to make inroads into the US market. The company is committed to building the software from the ground up, completely tailoring the system's front-end interface to meet the needs of Culver City and to fully integrate with the Clever CAD/AVL system. These integrations allow for the fluid transferring of information from one system to the other, thus eliminating the need to look up information or to key in information in both systems. Furthermore, based on the agency's past success in working with Clever Devices on the ITS project, the company is offering the licensing at no charge and a partnership discount.

Finally, the MTRAM software solution will also include functionality to assist the Planning Division in generating the triannual service change and operator assignment roster. CCBus currently does not own licensing to use a route scheduling system. CCBus schedules are built by CSched (an external consultant) in GIRO's HASTUS format. CCBus service includes Weekday, Saturday, Sunday and Holiday schedule variations, as well as "school tripper" service during school start and end times. The resulting bid sheets are also generated three (3) times per year for the service changes and the bids are run manually. MTRAM provides planners with the ability to design the network, define, and optimize timetables as well as create optimized schedules for vehicles and operators, and generate customized rosters. The MTRAM application accomplishes each of these tasks according to the specific rules, needs, and constraints applicable to CCBus. This software system will thus assist CCBus in lowering operating expenses by helping the agency plan service strategically and allowing users to assess and generate different service scenarios to ascertain each scenario's fiscal impact and resource requirements.

Culver City Municipal Code Section 3.07.055.E exempts from bidding requirements the purchase of computer software, hardware maintenance services or software maintenance services; therefore, this

procurement is not subject to competitive bidding requirements.

FISCAL ANALYSIS

Licensing for the software was included at no cost in a Change Order to Contract #3170216 that was executed on May 19, 2020. This new agreement would there-fore only include base costs for design and implementation, as well as warranty and support services. We are also requesting contingency funding equal to 10% of the design and implementation costs, which is $70,000, as well as costs for hardware components that may be needed such as additional servers or workstations.

Culver City Transportation Department hired a third-party consultant to assist staff in implementing procurement best practices and adhering to FTA purchasing guidelines to ensure that the agency is staying compliant in the use of federal dollars. The consultant provided a price analysis of the proposal submitted by Clever Devices in order to assure that the price to be paid for goods and services is fair and reasonable. This is essential to ensure that both Culver City and external funds are utilized in a cost-effective manner. The consultant compared the cost of the MTRAM software with that of another competitor's software implementation winning bid and found that the pricing offered by Clever Devices was 13% less and that therefore, Clever Devices' price is fair and reasonable.

There is no impact to the General Fund. This project is funded using local transportation capital funds obligated specifically for this project. Funds have been identified in accounts 20370300.732150 (Capital IT Hardware) and 20370300.732160 (Capital IT Software) in the Transportation Department's FY21 budget. The additional four years of maintenance and support costs will be included in subsequent Transportation Department budgets presented for Council approval.

Base Contract Amount	
Software Licensing	$ 375,406
Design Process, Workflow Review, Software Setup, Configuration, Training, Project Management & Systems Engineering	$ 697,184
Contingency	69,718
Year 1 Software Maintenance (no charge)	0
Total	1,142,308
Credit (Change Order)	($375,406)
Total Base Contract Amount	$ 766,902

The contract provides pricing for up to an additional four years of maintenance and support, which are outlined below; total cost for additional years of maintenance would equal $123,464, which results in a not-to-exceed amount of $890,366.

Year 2	Year 3	Year 4	Year 5
$29,511	$30,397	$31,308	$32,248

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an agreement with Clever Devices, Ltd. to design and implement a transportation workforce management software system (MTRAM aka M.A.I.O.R.) for a base amount of $766,902, and a total not-to-exceed amount of $890,366;

2. Authorize the City Attorney to review/prepare the necessary documents; and

3. Authorize the City Manager to execute such documents on behalf of the City.