



## **SACOG Board of Directors**

August 8, 2013

### **Approve Contract for SACTrak Transportation Project Database**

**Issue:** Should SACOG contract with EcoInteractive, Inc., to maintain computer support for the project tracker software (SACTrak) for a six month period?

**Recommendation:** The Transportation Committee unanimously recommends that the Board authorize the Chief Executive Officer to execute a sole-source contract for \$27,312 with Eco Interactive, Inc., for continued use of the SACTrak transportation project database.

**Committee Action/Discussion:** In order to manage the projects that comprise the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and Metropolitan Transportation Improvement Program (MTIP), SACOG uses a web-based database. The database allows project sponsors the ability to add and modify their projects' scopes, schedules and budgets. SACOG staff reviews and approves the projects and uses the database to create the reports necessary for the adoption of and amendments to the MTIP. The database contains all historical project information and tracks the delivery of projects. The scope of work from EcoInteractive, Inc., is attached. Sufficient funds for the contract are included in the FY 2013-14 SACOG budget.

EcoInteractive designed and has hosted this project tracking database for nearly ten years. During this time, EcoInteractive has provided new functionality to the software and has been responsive to technical assistance requests. The project database software is proprietary, and SACTrak has been customized to meet SACOG's needs. Databases similar to SACTrak are also used by other metropolitan planning organizations in the state.

In 2003, SACOG issued a Request for Proposals (RFP) to hire a contractor to design and construct a database for projects which would provide data for the MTP and MTIP, track project status and provide staff and project sponsors with timely, accurate and complete project information. EcoInteractive was awarded the contract to design and construct the database. In June 2004, a contract amendment was executed to have EcoInteractive provide database hosting and system management for one year. In 2005, another RFP was issued for the database hosting and system management. Several firms submitted proposals, and EcoInteractive was awarded the contract for five years. In 2010, SACOG issued a sole source contract to EcoInteractive for three years for their Software as a Service (SaaS) package.

The new agency procurement procedures adopted in June 2013 were a primary consideration in deciding not to recommend another multi-year sole source contract recommendation for Eco-Interactive. While the same conditions may still be present to justify a multi-year sole source award to EcoInteractive, staff recommends a more limited six-month sole source contract. This time will allow for the completion of a competitive bid process that is anticipated to begin in November 2013 and end in February 2014. The competitive bid process will include a review of database tool functionality needs.

The recommended contract amount of \$27,312 is a pro-rated six-month total of the existing EcoInteractive annual contract. Without a new six-month sole source contract with EcoInteractive, the proprietary SACTrak tool will not be available after the current contract expires on August 31, 2013.

Approved by:

Mike McKeever  
Chief Executive Officer

MM:MC:gg  
Attachment

Key Staff: Matt Carpenter, Director of Transportation Services, (916) 340-6276  
José Luis Cáceres, Associate Planner, (916) 340-6218

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# EXHIBIT A

## Scope of Work

The Sacramento Area Council of Governments (SACOG) and its member agencies seek to continue software as a service to manage their Metropolitan Transportation Improvement Program (MTIP) and Metropolitan Transportation Plan (MTP) transportation projects adoptions and amendments process. EcoInteractive will provide the SACTrak software solution via software as a service (SaaS) over the Internet. This is a services only contract (no deliverables, materials, or work products). EcoInteractive will provide technical/ help desk support (available 8:00 AM to 5:00 PM Monday through Friday).

SACOG will own the data and be responsible for data quality at all times. For ongoing SaaS, EcoInteractive will provide hardware, software licenses, network security, network resources, and 24x7 support at a co-location facility. The EcoInteractive SaaS will provide SACOG with access to the SACTrak functionality, which is a customized version of our ProjectTracker application (including database infrastructure, network, and security). EcoInteractive's software as a service package includes updates to the core ProjectTracker technology software. Therefore as EcoInteractive continues to develop core software to take advantage of the latest technology available, these upgrades will be incorporated into the SACTrak system.

**Task 1. Provide Ongoing Software as a Service.** This package of services includes maintenance, SaaS hosting, technical support, and software modifications. These services include:

A. Provide access to SaaS infrastructure in a co-location facility including monitoring, and secured data storage for up to 1 Terabyte of data for the SACTrak application

- Provide high quality bandwidth and network capacity
- Provide near 24x7 access
- Provide up to 1 terabyte system capacity

B. Provide access to all hardware and software for the SaaS environment for the SACTrak application including:

- Database server(s)
- Application server(s)
- Authentication server(s)
- Internet map server(s)
- Firewall
- Intrusion detection system
- Failover servers
- Network Infrastructure
- Database software
- GIS software

C. Provide staffing capability to support the SaaS hosting environment

- Database Administrator functions
- GIS Administrator functions
- Network Administrator functions
- Internet Application Support functions
- Security Administrator functions
- Help desk functions
- User business process analysis

D. Provide maintenance support for the SACTrak application:

- Support software for programming changes required to work with new operating system and database software
- Includes appropriate software and hardware updates
- Does not include software enhancements or new functionality

E. Provide Ongoing Technical Support for the SACTrak application:

- Provide up to 120 hours annually for new modifications for SACTrak, including:
  - Support data issues and conversion efforts
  - Help desk support
  - Training
  - Add new features - Valid value changes or Addition of new fields
  - Add new features - Modifications to existing reports or screens or creation of new reports
  - Customize data exchange processes as needed to report data to other databases

**SACOG and EcoInteractive Responsibilities:**

- SACOG will be responsible for authorizing access to the SACTrak system for their staff, member agencies, and other users.
- SACOG will provide a key point of contact to act as the interface between EcoInteractive and SACOG.
- SACOG will provide all GIS map data (and any licenses required), which EcoInteractive will use for all SACTrak projects online mapping/database applications.
- SACOG will identify in writing any confidential information or data.
- At end of the contract period, if the maintenance fees are not renewed, EcoInteractive will transfer all data files to SACOG (in MS Access, DBF or other standard data format), and the SACTrak web site will be taken offline.
- EcoInteractive shall implement reasonable practices to help ensure the integrity of SACOG information, including: measures to help protect SACOG information from unauthorized access, modification, destruction, or disclosure and measures to help ensure the physical security of those resources.