

RESOLUTION NO. 2017-12

AUTHORIZING CONTRACT NO. 2016-126 WITH IKNOW LLC FOR ENTERPRISE CONTENT MANAGEMENT CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED \$185,666.00 (RTA DEVELOPMENT FUND, INFORMATION TECHNOLOGY DEPARTMENT BUDGET)

WHEREAS, the Authority is seeking a qualified consultant to assist with the selection and possible implementation of an enterprise content management system; and

WHEREAS, the proposal of Iknow LLC, located in Princeton, New Jersey, 08543, for enterprise content management consultant services, for a total contract amount not to exceed \$185,666.00 was received on December 1, 2016; and

WHEREAS, the CEO, General Manager/Secretary-Treasurer deems the offer of Iknow LLC, as negotiated, to provide enterprise content management consultant services to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Iknow LLC to provide enterprise content management consultant services, be and the same is hereby accepted.

Section 2. That the CEO, General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with Iknow LLC to provide enterprise content management consultant services.

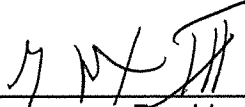
Section 3. That said contract shall be payable from the RTA Development Fund, Information Technology Department budget, including but not limited to 100% local funds, for a total contract amount not to exceed \$185,666.00.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding and compliance by the contractor with the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution No. 2015-036; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Iknow LLC will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: March 21, 2017



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: ENTERPRISE CONTENT MANAGEMENT CONSULTANT VENDOR: IKNOW LLC AMOUNT: AMOUNT NTE \$185,666.00	Resolution No.: 2017-12
	Date: March 16, 2017
	Initiator: Support Services
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for enterprise content management consulting services.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has a substantial amount of structured and unstructured data that is becoming increasingly difficult to manage, find, search, and produce. As a result, the Authority is seeking a qualified consultant to assist with the selection and possible implementation of an Enterprise Content Management (“ECM”) system, which would be implemented in three phases. The consultant will assist in assessing the Authority’s needs and current systems in place where they relate to document and content management, while recommending solutions and considering our current applications. Based on the recommendations from this base contract (Phase I), the Authority may pursue implementation of the ECM solution for pilot departments (Phase II), and full implementation of the ECM solution across the entire organization (Phase III). The full scope cannot be identified until the base contract assessment is completed and recommendations are provided.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (“RFP”) was posted on the GCRTA Procurement web site and advertised in the local newspapers. Twenty eight (28) interested parties downloaded the solicitation and seven (7) proposals were received. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of Iknow LLC was determined to be the most advantageous to the Authority, price and all other factors considered, in a total contract amount not to exceed \$185,666.00. Iknow LLC has successfully conducted enterprise content management consulting services for several other transit and government agencies throughout the country.

 A cost analysis has been performed and the Procurement Department has determined the price to be fair and reasonable to the Authority.

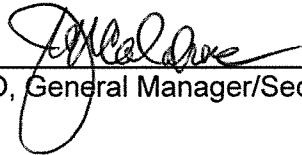
- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of certified DBE firms.

- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 **ECONOMIC IMPACT:** The contract will be funded through the RTA Development Fund, Information Technology Department budget, including but not limited to 100% Local funds, in a total contract amount not to exceed \$185,666.00.

- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer may impact the Authority's ability to successfully manage, find, search, and produce data, or provide public records requests in a timely manner.
- 8.0 RECOMMENDATION: This procurement was discussed at the March 7, 2017 Finance Committee meeting. It is recommended that the offer of Iknow LLC be accepted and the resolution passed authorizing the CEO, General Manager/Secretary-Treasurer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer