



Quorum = 5

**Administrative Committee Meeting  
Tuesday, July 10, 2018, 11:15 a.m.  
DART Conference Room C - 1st Floor  
1401 Pacific Ave., Dallas, Texas 75202**

1. Approval of Minutes: June 5, 2018
2. Contract for SPEAR System Software Maintenance  
(Rick Stopfer/Nicole Fontayne-Bárdowell)
3. \*FY 2018 Mid-Year Review of Goals and Performance Measures: President/Executive  
Director (Rick Stopfer/Gary Thomas)
4. Identification of Future Agenda Items
5. Adjournment

**\*This is a Briefing Item Only**

**The Administrative Committee may go into Closed Session under the Texas Open Meetings Act, Section 551.071, Consultation with Attorney, for any legal issues, or under Section 551.074 for Personnel matters, arising regarding any item listed on this Agenda.**

**This facility is wheelchair accessible. For accommodations for the hearing impaired, sign interpretation is available. Please contact Community Affairs at 214-749-2543, 48 hours in advance.**

*Chair – Rick Stopfer*

*Vice Chair – Michele Wong Krause*

*Members – Tim Hayden, Ray Jackson, Jonathan R. Kelly,  
Jon-Bertrell Killen, Gary Slagel, and Dominique P. Torres*

*Staff Liaison – Gary Thomas, Nicole Fontayne-Bárdowell and Scott Carlson*

**MINUTES  
DALLAS AREA RAPID TRANSIT  
ADMINISTRATIVE COMMITTEE MEETING  
June 5, 2018**

The Dallas Area Rapid Transit **Administrative Committee** meeting convened at 12:39 p.m. on Tuesday, June 5, 2018, at DART Headquarters, 1401 Pacific Avenue, Dallas, Texas, with Chair Stopfer presiding.

The following Committee members were present: Rick Stopfer, Michele Wong Krause, Tim Hayden, Ray Jackson, Jonathan R. Kelly, Jon-Bertrell Killen, Dominique P. Torres, and Gary Slagel.

Other Board Members Present: Sue S. Bauman, Patrick J. Kennedy, Amanda Moreno, and Paul N. Wageman.

Others present: Gary Thomas, Jesse Oliver, Scott Carlson, Tim McKay, Cheryl Orr, Nicole Fontayne-Bárdowell, Harlene Kennedy, David Schulze, Donna Henry, Nancy Johnson, and Yvette Bayer.

**1. Approval of Minutes: May 8, 2018**

**Hearing no objection, Chair Stopfer stated the Minutes from May 8, 2018, Administrative Committee Meeting, would be entered into record, as written.**

**2. Contract for Network Upgrade**

Ms. Nicole Fontayne-Bárdowell, Vice President and Chief Information Officer, briefed the Committee (handout on file with the Office of Board Support) as follows:

- Digital DART
- Network Upgrade
- Procurement Process
- Current Conditions of the Corporate Network
- Current and Future Needs
- Financial Information
- DISYS Solutions Inc.

Mr. Hayden entered the meeting at 12:49 p.m.

- Recommended Contract Award for Board Approval
- Questions

Mr. Jackson questioned if what is being purchased will be antiquated soon or has staff projected the life. Ms. Fontayne-Bárdowell replied staff has planned for the technology to last.

Ms. Wong Krause inquired what type of support will be received. Ms. Fontayne-Bárdowell responded user support and warranty from the manufacturer for the hardware

is included. Ms. Wong Krause asked how long is the support. Ms. Fontayne-Bárdowell replied the term is five years.

**Mr. Killen moved to forward this draft resolution to the Committee-Of-The-Whole agenda, with a recommendation, stating the President/Executive Director, or his designee, is authorized to award a contract for the Agency's network upgrade with DISYS Solutions Inc., in the amount of \$2,998,027, plus a future growth amount of \$149,902 (5%) over the term of the contract, for a total authorized amount not to exceed \$3,147,929.**

**Mr. Slagel seconded and the item was approved unanimously.**

**3. Approval of Contract Option for Trapeze Software/Hardware Maintenance Agreement**

Ms. Fontayne-Bárdowell briefed the Committee (handout on file with the Office of Board Support) as follows:

- Trapeze Software
- Trapeze Product Lines
- Trapeze Software/Hardware Maintenance Agreement
- Recommendation

Ms. Wong Krause questioned the reason for the low goals. Mr. Gabriel Beltran, Director of Disadvantaged, Minority, Women Business Enterprise Programs, replied since there is a sole source there is not a big opportunity for participation.

**Mr. Kelly moved to forward this draft resolution to the Committee-Of-The-Whole agenda, with a recommendation, stating the President/Executive Director, or his designee, is authorized to :**

**Section 1: Exercise the first one-year option for Trapeze software/hardware with Trapeze Software Group, Inc. [Contract No. C-1022354-01].**

**Section 2: Increase the not-to-exceed amount by \$1,301,961, for a new total authorized amount not to exceed \$8,317,698.**

**Mr. Slagel seconded and the item was approved unanimously.**

**4. Contract for Owner-Controlled Insurance Program (OCIP) Administrator Services**

Ms. Nery Armbruster, Insurance Project Manager, briefed the Committee (handout on file with the Office of Board Support) as follows:

- What is an Owner Controlled Insurance Program?
- Projects included in OCIP
- OCIP Administrator Services
- OCIP Administrator Services (Cont.)
- Ten Years Contract Pricing
- D/M/WBE Subcontractor Participation
- Next Steps
- Recommendation

Mr. Hayden inquired why there is only one respondent to this solicitation. Mr. John Adler, Vice President of Procurement, replied all companies were invited to respond but most choose not to compete.

**Mr. Jackson moved to forward this draft resolution to the Committee-Of-The-Whole agenda, with a recommendation, stating the President/Executive Director, or his designee, is authorized to award a seven-year contract with three, one-year options for Owner-Controlled Insurance Program administrator services to Willis of Texas, Inc., in a total authorized amount not to exceed \$7,528,348.**

**Ms. Torres seconded and the item was approved unanimously.**

**Chair Stopfer stated that it was 1:16 p.m. on Tuesday, June 5, 2018, and unless the individuals being reviewed request that these items be discussed in public, the Dallas Area Rapid Transit Administrative Committee was going into Closed Session under the Texas Open Meetings Act, Section 551.074, which allows deliberation of a personnel matter, to discuss Agenda Item 5, \*FY 2018 Mid-Year Review of Goals and Performance Measures: General Counsel, Agenda Item 6, \*FY 2018 Mid-Year Review of Goals and Performance Measures: Director, Office of Board Support, and Agenda Item 7, \*FY 2018 Mid-Year Review of Goals and Performance Measures: President/Executive Director.**

**5. \*FY 2018 Mid-Year Review of Goals and Performance Measures: General Counsel**

This item was briefed in closed session.

**6. \*FY 2018 Mid-Year Review of Goals and Performance Measures: Director, Office of Board Support**

This item was briefed in closed session.

**7. \*FY 2018 Mid-Year Review of Goals and Performance Measures: President/Executive Director**

This item was briefed in closed session.

**The Committee reconvened into Open Session at 2:09 p.m.**

**Chair Stopfer recessed the meeting at 2:11 p.m.**

**The meeting reconvened at 6:41 p.m.**

**8. \*Briefing on Procurement Administrative Dispute Process**

This item was deferred.

9. **Identification of Future Agenda Items**

There were no future agenda items identified for this committee.

10. **Adjournment**

There being no further business to discuss, the meeting adjourned at 6:41 p.m.

  
\_\_\_\_\_  
Yvette Bayer  
Board Support Analyst

/yb

+Same Night Item

\*Briefing Item



# Agenda Report

<b>Attachments:</b> 1. Contract Award Analysis 2. D/M/WBE Details	<b>Voting Requirements:</b> Majority
---	---

**DATE:** July 10, 2018

**SUBJECT:** Contract for SPEAR System Software Maintenance

**RECOMMENDATION**

Approval of a resolution authorizing the President/Executive Director or his designee to award a two-year contract with two, one-year options, for SPEAR system software maintenance with Stellar Services, Inc., in the amount of \$340,302 for the base term.

**FINANCIAL CONSIDERATIONS**

- This contract for annual software maintenance services is included in the Technology Department’s approved FY 2018 Operating Budget.
- Sufficient funding for this contract in the amount of \$340,302 is included in both the Technology Department’s FY 2018 Operating Expense Budget and the Operating Expense line item of the FY 2018 Twenty-Year Financial Plan.

**BUSINESS PURPOSE**

- DART’s Bus Operations, Rail Operations, and Materials Management departments depend on automated systems provided by Infor Public Sector, Inc. for the daily delivery and maintenance of assets including buses, light rail vehicles, support vehicles, facilities, right-of-way, and various other infrastructure assets. The system is commonly referred to at DART as “SPEAR.”
- The asset maintenance software has been part of DART’s business systems since 1999. This software, which is comprised of three main modules (Work Manager, Materials Manager, and Infrastructure Miles Track), provides for a paperless system of work order assignments and overall revenue and non-revenue fleet and facilities management, plus management of DART’s parts inventory system that supports maintenance and other supply requirements.
- The enterprise software is serviced and maintained through an annual software maintenance agreement that provides for upgrades, patches, and 24x7 technical support. The annual software maintenance agreement can only be provided by a designated Infor Public Sector, Inc. partner due to the proprietary nature of the source code.

- Since Infor is not making any additional investment in SPEAR (end of life), there is an active procurement to replace the system. The new system is anticipated to "go live" by the end of FY 2020. It is necessary to maintain SPEAR, including bug fixes and support, until a replacement system is available.
- On April 24, 2018 (Resolution No. 180035), the DART Board approved a contract for SPEAR system software maintenance with Infor Public Sector, Inc. Following approval by the DART Board, Infor could not come to an agreement on terms and conditions in the contract. At that time Infor recommended their M/WBE subcontractor, Stellar Services, Inc., take the lead on the contract.
- Approval of this contract will help achieve Board Strategic Priority 6: Innovate to improve levels of service, business processes and funding.
- The Procurement Department negotiated a multi-year contract (two-year base with two, one-year options) with Stellar Services, Inc. that includes a 3% annual increase for each of the option years.

### **PROCUREMENT CONSIDERATIONS**

- The term of the contract is two base years with two, one-year options.
- Pricing is determined to be fair and reasonable.
- The contract award analysis is provided as Attachment 1.

### **D/M/WBE CONSIDERATIONS**

- The goal for this contract was established in March 2018 at 5% M/WBE participation.
- Stellar Services, Inc., the prime contractor, is a certified minority owned firm; therefore, the goal will be met.
- The M/WBE analysis and Equal Employment Opportunity (EEO-1) information are included in Attachment 2. The prime contractor's actual EEO-1 report is available upon request.

### **LEGAL CONSIDERATIONS**

- Section 452.055 of the Texas Transportation Code authorizes DART to contract for the provision of goods and services.

---

**Dallas Area Rapid Transit Authority  
CONTRACT AWARD ANALYSIS  
(Sole Source)  
Contract No. C-2039318-01**

---

**Contract Information**

- A. Description:** Software (Spear) Maintenance Agreement
- B. Contractor:** Stellar Services, Inc.
- C. Contract Number:** C-2039318-01
- D. Contract Amount:** \$340,302
- E. Contract Type:** Definite Quantity/Definite Delivery
- F. Performance Period/Term of Contract:** Two-year base term with two, one-year options
- G. Options Available:** Two
- H. Bond Requirement:** N/A
- I. Liquidated Damages:** N/A
- J. Funding Source:** Local Funds
- K. Determination of Responsibility**  
**Reference Check and Financial Responsibility Survey:** Satisfactory  
**Insurance:** Yes  
**Reference Check:** Satisfactory  
**Arithmetic Check:** Completed  
**Debarred/Suspended list:** Not on debarred/suspended list
- L. Cost & Price Considerations:** This is sole source procurement. Negotiations resulted in Stellar offering an annual 3% increase for the two-year base period. DART's typical annual increase for similar maintenance contracts range between 4% and 5%. In comparison, other agencies have seen annual increases between 5% and 8% for similar maintenance contracts. Therefore, Stellar's price, including the 3% annual increase, for the two-year base period is determined fair and reasonable.

**Determination and Recommendation**

Stellar Services, Inc., is determined to be a responsible contractor, has the capacity to perform this contract, and is recommended for award.



**Contract for SPEAR System Software Maintenance**

The goal for this contract was established in March 2018 at 5% M/WBE participation. Stellar Services, Inc., the prime contractor, is a certified minority owned firm; therefore, the M/WBE goal will be met.

NOTE: The goal is based on the not to exceed amount of \$340,302. If there are any changes to this amount, the original goal will apply.

**Summary of EEO-1 Report**

Stellar Services, Inc. is located in New York, NY and employs 123 individuals. The following is an analysis of their EEO-1 report:

	<b>ASIAN</b>	<b>BLACK</b>	<b>HISPANIC</b>	<b>NATIVE AMERICAN</b>	<b>WHITE</b>	<b>TOTAL</b>	<b>Percentage</b>
<b>MALES</b>	55	8	2	0	14	<b>79</b>	<b>64.23%</b>
<b>FEMALES</b>	24	11	2	0	7	<b>44</b>	<b>35.77%</b>
<b>TOTAL</b>	79	19	4	0	21	<b>123</b>	<b>100%</b>
<b>PERCENTAGE</b>	<b>64.23%</b>	<b>15.45%</b>	<b>3.25%</b>	<b>0.00%</b>	<b>17.07%</b>	<b>100%</b>	

**DRAFT**  
**RESOLUTION**  
**of the**  
**DALLAS AREA RAPID TRANSIT BOARD**  
**(Executive Committee)**

**Contract for SPEAR System Software Maintenance**

WHEREAS, DART's Bus Operations, Rail Operations, and Materials Management departments rely on automated systems support for the daily operations of DART services; and

WHEREAS, these automated systems, provided by Stellar Services, Inc., are maintained through annual software maintenance agreements; and

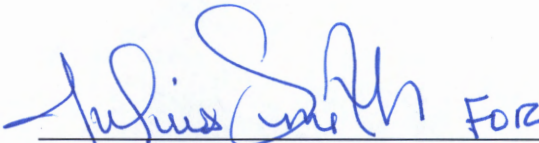
WHEREAS, a noncompetitive procurement for a two-year contract with two, one-year options was conducted in accordance with the DART Procurement Regulations; and

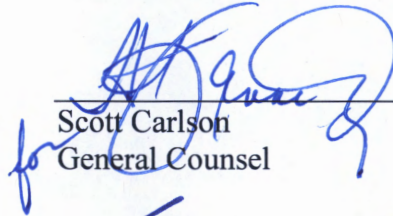
WHEREAS, the proposed price for this contract is determined to be fair and reasonable; and

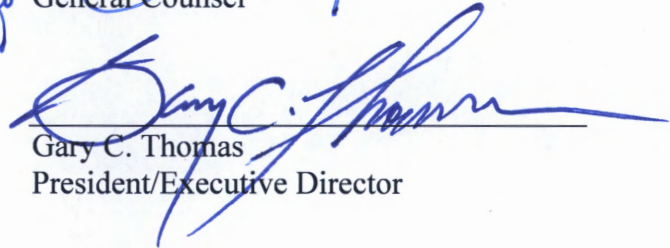
WHEREAS, funding for this contract is within current Budget and FY 2018 Twenty-Year Financial Plan allocations.

NOW, THEREFORE, BE IT RESOLVED by the Dallas Area Rapid Transit Board of Directors that the President/Executive Director or his designee to award a two-year contract with two, one-year options, for SPEAR system software maintenance with Stellar Services, Inc. in the amount of \$340,302 for the base term.

**Contract for SPEAR System Software Maintenance**

Prepared by:  For  
\_\_\_\_\_  
Nicole Fontayne-Bárdowell  
Executive Vice President  
Chief Administrative Officer

Approved as to form:   
\_\_\_\_\_  
Scott Carlson  
General Counsel

Approved by:   
\_\_\_\_\_  
Gary C. Thomas  
President/Executive Director



# Agenda Report

**DATE:** July 10, 2018

**SUBJECT:** FY 2018 Mid-Year Review of Goals and Performance Measures: President/  
Executive Director

## BOARD ACTION

This is a briefing item. No action is required at this time.

## PURPOSE

- DART has consistently used a system of establishing goals and tracking performance measures to provide a focus for strategic and operational improvement, create an analytical basis for decision making, and provide focus on the priorities set by the Board.
- On April 28, 2015 (Resolution No. 150046), the Board established the following Strategic Priorities for FY 2016 – FY 2020:
  1. Continually improve service and safety experiences and perceptions for customers and the public
  2. Optimize and preserve (state of good repair) the existing transit system
  3. Optimize DART's influence in regional transportation planning
  4. Expand DART's transportation system to serve cities inside and outside the current service area
  5. Pursue excellence through employee engagement, development and well-being
  6. Innovate to improve levels of service, business processes and funding
- In order to move the agency in the direction described in the Strategic Priorities, the Board establishes annual goals and performance measures for the President/Executive Director. These goals and performance measures in turn guide the development of the annual budget and financial plan, the annual business plan, department work plans, specific projects, and ultimately performance plans for employees. Creating a clear “line of sight” through all levels of the organization is important for creating accountability throughout the agency, and helps maintain focus on the Strategic Priorities.
- On May 9, 2017 (Resolution No. 170055) the Board adopted FY 2018 goals and performance measures for the President/Executive Director, and following adoption of the FY 2018 budget, amended the goals and performance measures on November 14, 2017 (Resolution No. 170122).
- The purpose of this item is to provide an update to the Committee on the status of the FY 2018 goals and performance measures for the President/Executive Director.