

Date: July 28, 2021

To: Board of Directors

From: Sam Desue, Jr.



Subject: RESOLUTION NO. 21-07-42 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A CONTRACT WITH TRAPEZE SOFTWARE GROUP (TRAPEZE) FOR PARATRANSIT SCHEDULING SOFTWARE

1. **Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute a contract with Trapeze Software Group (Trapeze) for the purchase of paratransit scheduling software, including software licenses and maintenance fees.

2. **Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other

3. **Type of Contract Procurement**

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source): Sole Source

4. **Reason for Board Action**

Board authorization is required for all goods and services contracts obligating TriMet to pay in excess of \$1,000,000.

5. **Type of Action**

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other

6. **Background**

Pursuant to requirements of the Americans with Disabilities Act (ADA), TriMet’s LIFT Program provides accessible paratransit service to customers who are unable to ride fixed route service because of a disability. As required by the ADA, TriMet LIFT provides an on-demand, shared-ride transit service within TriMet’s fixed route service area.

In 1994, TriMet purchased software from On-Line Data Products to automate scheduling and dispatching of LIFT rides in accordance with ADA guidelines. Subsequently, Trapeze acquired On-Line Data Products, and has further developed and enhanced the software over time. TriMet’s LIFT Program uses the Trapeze software on a daily basis for customer data, reservations, scheduling, eligibility certification, Interactive Voice Response (IVR), and dispatching LIFT rides. LIFT is heavily reliant upon Trapeze to manage its daily business and maintain compliance with the ADA.

7. **Description of Procurement Process**

This is a sole-source contract for use of the Trapeze software licenses and software maintenance. As stated above, TriMet’s LIFT program relies on this software to carry out its operations. Switching to a different vendor would be cost prohibitive both in terms of cost for the software itself and costs associated with switching to a different vendor. Furthermore, this software is proprietary, and Trapeze is the only vendor through which TriMet can purchase these licenses and the associated software maintenance. Therefore, a sole-source contract is necessary and appropriate.

8. **Diversity**

As shown below, Trapeze provided workforce diversity statistics for the entire company broken out by job classification:

Job Classification	# of Employees	Percent Female	Percent Minority
Administrative Support Workers	31	58%	16%
Executive/Senior Managers	4	0%	0%
Mid-Level Managers	20	35%	15%
Professionals	51	24%	8%
Sales Workers	20	25%	15%
Technicians	144	21%	16%

Given the proprietary nature of the software licenses and maintenance services that are subject to the contract, there are no opportunities for subcontracting any of the work.

9. **Financial/Budget Impact**

The Contract’s total value will be \$1,360,931 over a four-year term. The first year of the Contract amount is accounted for in TriMet’s IT Budget for FY2022.

10. **Impact if Not Approved**

If this Contract is not approved, TriMet would be forced to seek an alternative scheduling software system for its LIFT program, which may cause disruptions in the service and would severely hinder the LIFT Program’s ability to remain in compliance with the ADA. Pricing obtained from Trapeze is considered fair and reasonable compared to other transit scheduling software providers, and seeking an alternative scheduling software system is not likely to result in the acquisition of a superior product.

RESOLUTION NO. 21-07-42

**RESOLUTION NO. 21-07-42 OF THE TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING A
CONTRACT WITH TRAPEZE SOFTWARE GROUP (TRAPEZE) FOR
PARATRANSIT SCHEDULING SOFTWARE**

WHEREAS, TriMet has authority under ORS 267.200 to enter into a contract with Trapeze Software Group (Trapeze) for Paratransit Scheduling Software (Contract); and

WHEREAS, by Resolution dated October 25, 2017, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring the Board to authorize goods and services contracts obligating TriMet to pay in excess of \$1,000,000; and

WHEREAS, the total amount of the Contract will exceed \$1,000,000;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Contract shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute the Contract in the amount of not more than \$1,360,931, over the four-year life of the Contract.

Dated: July 28, 2021

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Gregory E. Skillman
Legal Department