HALIFAX

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TO: Mayor Savage and Members of Halifax Regional Council

Original Signed by

SUBMITTED BY: _____

Jacques Dubé, Chief Administrative Officer

DATE: August 1, 2018

SUBJECT: Halifax Transit Technical Services Advisor – Sole Source TransitMaster Upgrade

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ORIGIN

This report originates from staff.

LEGISLATIVE AUTHORITY

Under the HRM Charter, Section 79(1) Halifax Regional Council may expend money for a variety of municipal purposes including "public transportation services".

The recommended contract award complies with the pre-requisites for awarding contracts as set out in section 34 of Administrative Order 2016-005-ADM, the *Procurement Administrative Order*.

Section 25 of the *Procurement Administrative Order* provides that

> (3) A Sole Source Purchase may occur:
>
> (a) to ensure compatibility with existing Goods or Services, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.

And Section 36(1) of the *Procurement Administrative Order* provides that Halifax Regional Council may approve Sole Source contract awards of any amount.

RECOMMENDATION

It is recommended that Halifax Regional Council

   a) approve a sole source award to Trapeze Software Group in the amount of $171,413 (Including net HST to implement the upgrade of the TransitMaster software to version 17 as described in this report.

BACKGROUND

The Halifax Transit Technical Services (HTTS) division leads the implementation and support of new technologies for the Halifax Transit business unit. HTTS is fulfilling the 2012 Transit Technology Roadmap vision, implementing improved business processes enabled by an integrated suite of technologies. In 2015, the Automatic Vehicle Location (AVL) core system, Trapeze Software Group (Trapeze) TransitMaster version 14, was implemented and rolled out for enhanced transit service operations. TransitMaster is a CAD AVL solution that allows us to track buses in real time, monitor our service level and make real time adjustments to provide improved service for our ridership, also provides tools for fleet management. Since 2015, HTTS has completed multiple initiatives and in 2017 initiated three major projects: Fixed Route Planning, Scheduling & Operations (PSO), Fare Management (Fare), and Paratransit. Each of these projects includes implementation of systems that must integrate with TransitMaster, and these integrations will offer more functionality, less implementation effort and cost, and higher quality with an upgrade to TransitMaster v17.

In addition to providing support for systems integrations, the TransitMaster upgrade also delivers improved functionality to resolve transit operational issues, and aligns with HRM's ICT standard for database and operating system.

DISCUSSION

HRM's current five-year contract for TransitMaster includes version upgrade software for free. Costs for professional services to implement the upgrade are not included in the current contract. HTTS management considered implementing the upgrade solely with Halifax Transit and ICT staff. However, due to the criticality of TransitMaster to day-to-day transit operations, and the complexity of the upgrade process, it was determined that the best risk mitigation approach is to engage Trapeze to lead the upgrade.

HTTS and ICT staff will work with the Trapeze team throughout the system upgrade, learning and documenting the process in preparation for future upgrade activities.

In compliance with the Procurement Policy Section 37 (2), the contract will be executed by the CAO after review and approval by Legal Services.

FINANCIAL IMPLICATIONS

Trapeze provided Quote #144064HQ for: $125,000 (USD), $164,272 (CAD) (Including net HST $171,413)

Budget Summary: Project Account No. CM180005

Cumulative Unspent Budget	$9,101,908
Less: Quotation No. 144064HQ	**$ 171,413**
Balance	$8,930,495

The balance of funds will be used to complete work in 2018-19, while any residual balance will be carried forward to the following budget year as the project nears total completion.

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this Report. The risks considered rate: **Low**.

- Operationally, the first phase of TransitMaster upgrade will be to upgrade our INT (Integration) environment. This will be an opportunity to test the software fully and complete prepared test cases.
- Once INT is completed, we can proceed with our PRE-PROD (pre-production) environment upgrade and complete additional test cases.
- Once all functionality has been tested, training documents updated and internal users trained, we can proceed with our PROD (production) environment upgrade.

COMMUNITY ENGAGEMENT

No community engagements

ENVIRONMENTAL IMPLICATIONS

No environmental risks identified.

ALTERNATIVES

Council could choose not to approve this quote. This alternative would result in one of two possible scenarios, both of which would raise the risk profile to **High**:

- Remain on TransitMaster v14, and forego improved systems integrations, and improved functionality, while increasing the cost of each project's integration with TransitMaster v14; or,
- HTTS and ICT staff conduct the system upgrade without Trapeze directly supporting the process, experience challenges and delays which impact critical day-to-day transit operations.

ATTACHMENTS

None

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

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