


# M · E · M · O

## Alameda Corridor Transportation Authority

June 10, 2021

<b>To:</b>	Governing Board
<b>From:</b>	Kevin L. Scott, Chief Financial Officer 
<b>Subject:</b>	<i>Approve the First Amendment to Agreement No. C0894 with Arctic Information Technology, Inc. (APPROVAL)</i>

**Recommendation:**

Approve the proposed first amendment to Agreement No. C0894 with Arctic Information Technology, Inc. (“Arctic”) to add funding to the Agreement in the amount of \$56,626 for additional services for the accounting system implementation and utilization, and authorize the Chief Executive Officer or Chief Financial Officer to execute the proposed amendment.

**Discussion:**

ACTA selected Arctic through a competitive selection process to provide and implement a new accounting system. The Agreement with Arctic was executed in October 2020, with a five-year term and one five-year option to renew. The new accounting system was successfully implemented in a remarkable 2-month period so that ACTA fully transitioned to the new system by January 1, 2021. Final implementation services remain to be completed, along with annual maintenance and support services, both of which will continue during the term of the Agreement. The contract with Arctic is serving ACTA’s needs well, and this requested amendment covers two unforeseen conditions related to implementation schedule, and a forward-looking allowance for as-needed services.

The proposed amendment to Agreement No. C0894 will address three items:

1. Provide funding in the amount of \$4,600 in order to modify the schedule for Phase II system implementation to accommodate ACTA staffing availability after staff retirements.
2. Provide funding in the amount of \$2,026 for the purchase of additional software licenses in order to support the required workflow and implementation schedule.
3. Provide for as-needed services with a \$50,000 budget in order to implement changes, modifications, or customization solutions to the accounting system, as deemed appropriate and necessary by ACTA during the remaining term of the Agreement.

The proposed Amendment is set forth in Transmittal 1.



**Budget Impact:**

The proposed amendment increases the budget by \$56,626 for a total budget increase from \$402,108 to \$458,734. The requested additional funds for items 1 and 2 are available in the FY21 budget and will enable efficient implementation of the accounting system. The FY22 budget includes \$10,000 for potential customization efforts, and future fiscal year budgets will include funds to cover anticipated enhancements during the remaining term of the Agreement.

**Co-General Counsel:**

ACTA's Co-General Counsel has reviewed and approved the proposed amendment as to form.

Transmittals:

Transmittal 1: - First Amendment to Agreement No. C0894