



Agenda Item 3b

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TO: Clipper® Executive Board

DATE: September 19, 2016

FR: Carol Kuester

RE: Next-Generation Clipper® (C2) Technical Package

The IBI consultant team is currently preparing a Technical Package for the C2 System Integrator (SI) Request for Proposals (RFP) that will form the basis for a vendor to build, operate, and maintain C2. From September 23 to October 20 and December 12 to January 5, MTC and agency staff will be asked to review and validate Top Level Requirements for the C2 system, as well as confirming an overall system description of C2 and providing input on the C2 design process and specific requirements and system gaps. In the upcoming months, technical expertise and assistance from agency staff will be needed to support this process.

Background

The C2 technical package will be part of the C2 SI RFP, which will include six main elements:

- a technical package that describes what the SI needs to build, operate and maintain for C2;
- instructions to vendors on how to respond and what to submit;
- a draft of the contract and associated terms and conditions;
- price sheets;
- required forms and supplemental materials; and
- technical and cost/price evaluation criteria.

Technical Package

The technical package will include the following:

- A System Description summarizing scope of work and expectations for the C2 SI;
- A design process describing how the SI will be expected to work with the contracting agency and the transit operators to finalize the system requirements and design.
- Technical requirements that describe the functions, features and ongoing services that the C2 SI will need to provide.
- Implementation, testing and transition requirements that describe what the SI will need to do to implement C2 and transition from C1 to C2 in a way that minimizes customer and agency disruption.
- Performance/Service level requirements describing how the system will be evaluated on an ongoing basis during its operation.
- Change management requirements seeking to improve the timeliness, transparency and efficiency of the change management process.

The IBI consultant team is working through the elements listed above and expects to submit the technical package for review before the end of September. This technical package delivery aligns with the overall

schedule which will be discussed as part of agenda item 3c, the Next-Generation Clipper® (C2) Procurement.

Prior to the C2 SI RFP release for industry review, MTC and agency expertise in information technology, contracts, system installation and implementation, customer service, and finance will be required to review the C2 technical package. We look forward to working with agency staff towards an expected January 2017 release of the C2 SI RFP for Industry Review and will continue to update the Executive Board on any updates and developments.



Carol Kuester

Attachment:

- Attachment A: C2 Top Level Requirements for Agency Review

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Attachment A

C2 Top Level Requirements for Agency Review

Version	Agency Review
Draft Top Level Requirements	9/23/2016 – 10/20/2016
Final Top Level Requirements	12/12/2016 – 1/5/2017