

Metropolitan Transportation Commission

Administration Committee

February 12, 2025

Agenda Item 2e-25-0240

Purchase Order and/or Contract – ERP Data Conversion Professional Services, Koa Hills Consulting, LLC (\$400,000)

Subject:

Authorization to negotiate and enter into a sole source Purchase Order and/or Contract with Koa Hills Consulting, LLC, in an amount not to exceed \$400,000 for data conversion professional services for the ERP implementation project ('Project').

Background:

At the June 2024 Commission meeting, staff provided an update on the ERP Program including the ERP capital budget. The ERP migration from Central Square to Oracle is proceeding as planned. MTC project staff planned to rely on outside assistance from Central Square in migrating data from the existing financial system (Central Square) to the new Oracle system; however, the company has not responded to requests for a proposal to complete this work. To respond to this need, MTC staff researched firms with direct technical knowledge of the existing financial system. Koa Hills Consulting is known for employing resources who were former Central Square database engineers and for supporting public sector agencies with data migration from Central Square to Oracle. In initial conversations, Koa Hills' quote shows understanding of the scope MTC requires.

This is a sole source arrangement with Koa Hills Consulting, LLC, based on the team's specific experience and knowledge of data conversion and migration from Central Square to Oracle. The proposed purchase order and/or contract will provide professional services needed for data extraction, data mapping, creation of import files, troubleshooting of data issues, and participation in project team meetings, as needed, for a period beginning March 1, 2025 and ending April 1, 2026. The requested budget of \$400,000 is included in the ERP Capital Budget and is consistent with the system integration scope.

Koa Hills Consulting, LLC, is neither a disadvantaged business enterprise nor a small business enterprise.

Issues:

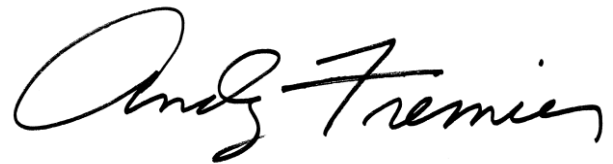
None identified

Recommendation:

Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a purchase order and/or contract in an amount not to exceed \$400,000 with Koa Hills Consulting, LLC, for ERP data conversion professional services.

Attachments:

- Attachment A – Disadvantaged Business Enterprise and Small Business Enterprise Status
- Request for Summary Approval - Summary of Proposed Purchase Order and/or Contract Approval



Andrew B. Fremier

Attachment A

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	Koa Hills Consulting, LLC	ERP Data Conversion	No		No	
Subcontractor	None					

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Purchase Order and/or Contract Approval

Work Item No.: 1166

Consultant: Koa Hills Consulting, LLC

Work Project Title: ERP Data Conversion Professional Services

Purpose of Project: Support MTC with ERP data conversion services

Brief Scope of Work: Provide professional services needed for data extraction, data mapping, creation of import files, troubleshooting of data issues, and participation in project team meetings, as needed.

Project Cost Not to Exceed: \$400,000

Funding Source: ERP Capital

Fiscal Impact: Funding is included in the FY 2024/25 and subject to approval of the FY 2025/26 agency budgets.

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a purchase order and/or contract with Koa Hills Consulting, LLC for the ERP Data Conversion Professional Services above and in the Administration Committee Summary Sheet dated February 12, 2025 and that the Chief Financial Officer is authorized to set aside \$400,000 for such purchase order and/or contract, subject to budgetary approvals referenced above.

Administration Committee:

Gina Papan, Chair

Approved: February 12, 2025