

**Metropolitan Transportation Commission**

**Administration Committee**

**June 14, 2023**

**Agenda Item 2c - 23-0678**

**Purchase Order - Packet Process Analysis and Improvement Purchase Order: Slalom,  
LLC (\$1,550,000)**

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**Subject:**

Request for approval to authorize a Purchase Order (PO) to Slalom, LLC (Slalom) in an amount not to exceed \$1,550,000 to analyze the current committee item, packet, and agenda creation processes and design/deploy a supporting technology solution.

**Background:**

The committee item, packet, and agenda creation processes refer to the agency-wide motion of preparing for the public meetings of the Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG), including the many authorities and committees. These efforts are not led by any specific section but instead are driven by the Clerks of the Committee, who coordinate and support the overall meeting process for MTC/ABAG and its committees. Clerks collaborate with each section, the Executive Office, and the Office of General Counsel to complete the process.

From November 2022 to February 2023, MTC partnered with Slalom to conduct discovery across the Agency on the Commission and committee item, packet, and agenda creation processes and develop a limited proof-of-concept application to contain, manage, and improve the overall system.

**Contract Actions:**

Under the proposed PO, Slalom would perform further discovery work, process and governance analysis, and user experience design to revise and improve the Commission and committee item, packet, and agenda creation processes to support internal MTC business operations.

Additionally, Slalom will design, develop, and deploy an accompanying technology solution to manage the revised and improved process. The project is expected to be completed in Fiscal Year (FY) 2023-24 in amount not to exceed \$1,550,000.

Slalom's services were procured using the California Multiple Award Schedule (CMAS), a collaborative intergovernmental procurement vehicle, which satisfies MTC's competitive

procurement requirements. Slalom is an authorized vendor under CMAS and has been recognized as a Microsoft Partner and a multiple-time winner of various Microsoft Partner Awards. Slalom is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

**Issues:**

None identified.

**Recommendations:**

Staff recommends that the Administration Committee authorize the Executive Director or designee to issue a PO Slalom in an amount not to exceed \$1,550,000 to analyze the current committee item, packet, and agenda creation processes, and design/deploy a supporting technology solution.

**Attachments:**

- None



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Andrew B. Fremier

**Request for Committee Approval**

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**Summary of Proposed Contract Purchase Order (PO)**

Work Item No.: 1161

Consultant: Slalom, LLC,  
Seattle, WA

Work Project Title: Committee Packet Process Analysis and Improvement

Purpose of Project: To analyze and improve the current committee item, packet, and agenda creation processes and design, develop, and deploy a supporting technology solution.

Brief Scope of Work: Provide discovery work, process and governance analysis, and user experience design work to revise and improve the Commission and committee item, packet, and agenda creation processes to support internal MTC business operations. In addition, design, develop, and deploy an accompanying technology solution to effectively manage the revised and improved process.

Project Cost Not to Exceed: \$1,550,000

Funding Source: MTC Capital Budget

Fiscal Impact: \$1,550,000 is subject to approval in the FY 2023-24 MTC budget.

Motion by Committee: That the Executive Director or designee is authorized to issue a PO to Slalom, LLC for process improvement and technical development services described above and in the Administration Committee Summary Sheet dated June 14, 2023 and that the Chief Financial Officer is authorized to set aside \$1,550,000 for such PO subject to approval in the FY 2023-24 agency budget..

Administration Committee:

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Gina Papan, Chair

Approved: June 14, 2023