

**Date:** July 23, 2025

**To:** Board of Directors

**From:** Sam Desue, Jr.

**Subject:** **RESOLUTION NO. 25-07-43 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING THREE CONTRACTS FOR TEMPORARY TECHNICAL STAFFING SERVICES TO SUPPORT TRIMET’S INFORMATION TECHNOLOGY DIVISION**

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**1. Purpose of Item**

This Resolution requests that the TriMet Board of Directors (Board) authorize the General Manager or his designee to execute three contracts for temporary technical staffing services to support TriMet’s Information Technology Division (Services).

**2. Type of Agenda Item**

- Initial Contract
- Contract Modification
- Other

**3. Type of Contract Procurement**

- Low Bid / Invitation to Bid (ITB)
- Request for Proposals (RFP) (inc. CM/GC)
- Request for Qualifications (RFQ) (Personal Services)
- Other (inc. sole source)

**4. Reason for Board Action**

Board authorization is required for all contracts obligating TriMet to pay in excess of \$2,000,000.

**5. Type of Action**

- Resolution
- Ordinance 1<sup>st</sup> Reading
- Ordinance 2<sup>nd</sup> Reading
- Other

**6. Background**

TriMet’s Information Technology (IT) Division uses contracted services for temporary project staffing and to provide flexibility in meeting emerging needs. Temporary staff allow the Division to rapidly adjust technical resources, access specialized expertise, and accelerate project delivery. One recent example of such a need arose in the Regional Trip Planner project, when expertise in a particular technology – MapLibre -- was needed quickly. A MapLibre expert was engaged through the current temporary staffing contract, keeping the project on track. A similar situation arose as TriMet began to enhance web accessibility to comply with ADA requirements. Contractors with expertise in Web Content Accessibility

Guidelines were engaged and are helping TriMet deliver enhanced accessibility quickly and effectively.

A second circumstance that can require contract staffing is when project funding includes an allowance for labor, but no TriMet positions are created. This is typically the case when IT project management is needed during a construction project, where required labor may only represent a fraction of a full-time employee.

Finally, contract staffing provides TriMet IT with a way to quickly increase services to meet operational needs, such as backfilling empty positions during recruitment periods and when IT staff are utilizing extended protected leave. It is worth noting that the cost to TriMet of contract IT staff is generally comparable to the fully loaded cost of an equivalent employee. Contracting provides TriMet IT with needed flexibility to achieve TriMet's business objectives.

TriMet currently has contracts with three vendors for these temporary services: Kelly, Lexicon, and Triad. These contracts were initially procured in 2020 and will expire in February of 2026. Board approval was not needed at the time of the original procurement because the contract values were below the then-current approval threshold of \$500,000. The Kelly and Triad contracts were later modified to increase their values to \$600,000 and \$999,000 respectively. Again, Board approval was not required because the approval threshold at the time of the modifications was \$1,000,000.

The Board subsequently approved two additional modifications to these contracts: In February of 2023, via Resolution No. 23-01-02, the Board authorized modifications to increase the amounts of the Kelly and Lexicon contracts to \$1,500,000, and the amount of the Triad contract to \$2,500,000; in June of 2024, via Resolution No. 24-06-34, the Board authorized modifications to increase the amounts of the Kelly and Lexicon contracts to \$2,000,000, and the amount of the Triad contract to \$4,500,000.

TriMet is currently approaching the value ceilings of all three contracts. Because of the pending contract expirations, TriMet determined that it was in its best interest to procure new contracts, rather than to seek additional modifications.

## **7. Description of Procurement Process**

TriMet utilized a competitive Request for Proposals (RFP) process to select contractors to provide the Services. The RFP was issued on April 28, 2025, with a proposal due date of May 19, 2025. A total of 264 vendors were notified of the RFP via TriMet's eProcurement System (TriP\$) website and 57 firms submitted proposals. After non-responsive proposals were rejected, the remaining 52 proposals were forwarded to a Source Evaluation Committee (SEC), comprised of IT Division staff, for evaluation and scoring.

The evaluation criteria included:

1. Qualifications of the proposer (10 possible points);
2. Qualifications of staff (10 possible points);
3. DBE / SBE utilization (10 possible points);
4. Subcontracting plan, small business program, and past projects (5 possible points);
5. Business practices (5 possible points); and
6. Understanding of the work (60 possible points).

Price was not a scoring factor in the evaluation process, but rates were assessed for fairness and reasonableness. The contract awards will be capped at \$5,000,000 each.

After initial evaluations, 49 proposals were removed from further competition, and Lexicon Solutions (Lexicon), Triad International Technology, Inc. (Triad), and VanderHouwen & Associates, Inc. (VanderHouwen) were shortlisted to the competitive range. The SEC then asked the three firms to submit Best and Final Offers (BAFOs). The firms also were informed of a contract Addendum, approved exceptions to various contract terms and conditions, and were asked to submit revised rates. TriMet received their BAFOs before the deadline of June 30, 2025.

The overall scores of the three finalists after the BAFO submission are summarized below:

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Lexicon</b>	<b>Triad</b>	<b>Vander-Houwen</b>
1. Qualifications of Proposer	10.00	8.40	9.00	8.80
2. Qualifications of Staff	10.00	8.20	8.60	8.20
3. DBE / SBE Utilization	10.00	4.80	10.00	6.60
4. Subcontracting Plan, etc.	5.00	3.60	4.20	4.00
5. Business Practices	5.00	3.40	3.80	5.00
6. Understanding of the Work	60.00	48.80	48.00	46.80
<b>Technical Proposal Totals . . .</b>	<b>100.00</b>	<b>77.20</b>	<b>83.60</b>	<b>79.40</b>

Each of the Lexicon, Triad, and VanderHouwen proposals scored very high, and each represented best values to TriMet. Each firm proposed a robust staff and each has a company presence in the Portland metropolitan area. Lexicon, Triad, and VanderHouwen also have current temporary staffing services contracts with TriMet, and their temporary employees are fully trained in their jobs. All three firms have good existing working relationships with TriMet staff in numerous TriMet divisions.

The SEC determined that all three vendors thoroughly demonstrated their ability to respond to TriMet's needs and would be able to effectively represent TriMet's interests. In addition, Lexicon, Triad, and VanderHouwen's proposals were found to be fair and reasonable based on rates charged from prior TriMet contracts for the same services, and in comparison with TriMet's Independent Cost Estimate (ICE) of \$5,000,000 per contract for a five-year contract term. Accordingly, staff recommends that TriMet award contracts to Lexicon, Triad, and VanderHouwen.

TriMet will retain the unilateral option to terminate each contract for convenience at any time during the five-year contract term. Price adjustments will be permitted on an annual basis at TriMet's discretion, which will be capped at the Consumer Price Index for all Urban Wage Earners and Clerical Workers (CPI-W) for the Portland-Salem area Western Region. The total amount ultimately paid under each contract will be based on TriMet's actual requirements, and the amount of services provided by each vendor.

Notice of Intent to Award was sent to all proposers on June 30, 2025. No protests were received.

**8. Disadvantaged & Small Business Utilization**

- Lexicon will utilize three DBE/SBE firms to perform approximately 25% of the work under its contract.
- Triad is a certified Minority Business Enterprise (MBE) and will utilize five DBE/SBE firms to perform approximately 30% of the work under its contract.
- VanderHouwen is certified under the Women’s Business Enterprise National Council (WBENC), and will self-perform 100% of the work under its contract.

**9. Financial/Budget Impact**

Funds for these contracts will be drawn from Board-adopted budgets for each fiscal year and from a variety of budget lines, including general fund and project funds, as appropriate. Approval of this Resolution will not incur any additional financial impact.

**10. Impact if Not Approved**

Failure to approve this Resolution would delay the completion of multiple TriMet initiatives, including Regional Trip Planner, ADA accessibility for [trimet.org](http://trimet.org), and various construction projects. Approval of this Resolution is strongly recommended.

**RESOLUTION NO. 25-07-43**

**RESOLUTION NO. 25-07-43 OF THE TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON (TRIMET) AUTHORIZING  
THREE CONTRACTS FOR TEMPORARY TECHNICAL STAFFING  
SERVICES TO SUPPORT TRIMET'S INFORMATION TECHNOLOGY  
DIVISION**

**WHEREAS**, TriMet has authority under ORS 267.200 to enter into contracts with Lexicon Solutions (Lexicon), Triad International Technology, Inc. (Triad), and VanderHouwen & Associates, Inc. (VanderHouwen) for Temporary Technical Staffing Services in support of TriMet's Information Technology (IT) Division; and

**WHEREAS**, by Resolution No. 25-06-29, dated June 25, 2025, the TriMet Board of Directors (Board) adopted a Statement of Policies requiring it to authorize goods and services contracts obligating TriMet to pay in excess of \$2,000,000; and

**WHEREAS**, the total amount of each contract exceeds \$2,000,000;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the contracts shall conform with applicable law.
2. That the General Manager or his designee is authorized to execute contracts with Lexicon, Triad, and VanderHouwen in the amount of no more than \$5,000,000 each, with the total amount paid under each contract based on the actual services provided through each contract's July 31, 2030, termination date.

Dated: July 23, 2025



Presiding Officer

Attest:



Recording Secretary

Approved as to Legal Sufficiency:



Legal Department