

**BART Agreement Number: 6M8146**

**Approval Date: 9/16/21**

**Work Plan No. C.02-02 – ParaTransit Software Procurement**

**Scope:**

As part of the Paratransit Software Procurement effort, the consultant shall perform the requirements gathering, procurement support, and provide industry expertise and guidance in Transportation software and processes.

**HIGH-LEVEL TASKS - PARATRANSIT SOFTWARE PROCUREMENT**

**Task 1: Project Oversight**

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**PROJECT MANAGEMENT**

TransSIGHT will perform the overall end-to-end management of the Procurement of the Paratransit software system for EBP. As part of the project management of the Procurement of the software, TransSIGHT will work in close collaboration with EBP, BART, and AC Transit Program Managers, BART OCIO, and BART Procurement to perform the following tasks.

1. Define the scope of the program.
2. Help in identifying the key stakeholders for decision-making.
3. Define the overall approval process and document all the comments and approvals.
4. Develop an independent cost estimate to define the base budget of the Procurement.

Develop an estimated timeline for Procurement. The timeline for Procurement will include the following:

1. Estimate for requirements gathering.
2. Estimate for industry outreach.
3. Develop the overall scope of work.
4. Overall selection process and timeline

**WORKING GROUP AND STATUS REPORT**

The Contractor shall conduct ongoing working group meetings, which shall include key stakeholders. Each meeting or workshop shall be memorialized via meeting notes, updates to the Risk, Action, Issues, and Decisions (RAID) document, and overall status updates. In addition, the consultant shall adhere to the BART OCIO's PPMO process for all status reporting, project updates, and schedule management.

**Prime: Parsons**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
TransSight	\$ 383,022	Y	Y

**Total Work Plan Value: \$ 399,522**