

CONTRACT AMENDMENT: 2012-01-006

Agreement number 2012-01 between SRA International Inc. (SRA or Contractor) and Western Climate Initiative, Inc. (WCI, Inc.), which was executed by the parties on May 8, 2012, amended on December 20, 2012 (Amendment 2012-01-001), on December 9, 2013 (Amendment 2012-01-002), on March 5, 2015 (Amendment 2012-01-003), on August 4, 2015 (Amendment 2012-01-004), and on January 1, 2016 (Amendment 2012-01-005) is hereby further amended as follows:

SUMMARY OF CHANGES

Amendment Number	006
Effective Date for Amendment:	October 12, 2017
Current Agreement Amount:	██████████
Changes to the Agreement Amount:	Net increase of ██████████
Amended Maximum Agreement Amount:	██████████
Current Agreement Term:	Beginning on October 12, 2017 and ending on December 31, 2018. (15 months extension with one (1) one (1) year option to extend contract thru December 31, 2019)
Extension of Tasks:	CITSS application development and support

PURPOSE OF THIS AMENDMENT

- 1) Extend the contract so SRA can provide additional tracking system services for application development and support through 2017 and 2018 for the Compliance Instrument Tracking System Service (CITSS).

SPECIFIC TERMS AND CONDITIONS WHICH CONSTITUTE THE AMENDMENT

- 1) The agreement referenced above is modified as follows:
 - a. Maximum amount of agreement: Line 3 of the Standard Agreement cover page is changed to "██████████".
 - b. Attachment B, page B-2 is modified as follows: "Not-to-Exceed T&M budget for this Agreement is ██████████ See Attachment G (Contractor's Cost Proposal), and Attachment H (Contractors Cost Proposal for Amendment-2012-01-001), Attachment I (Contractors Cost Proposal for Amendment 2012-01-002), Attachment J (Contractors Cost Proposal for Amendment 2012-01-003), Amendment K (Contractors Cost Proposal for Amendment 2012-01-004), and Amendment L (Contractors Cost Proposal for Amendment 2012-01-005), and Amendment M (Contractors Cost Proposal for Amendment 2012-01-006) for invoice basis."
 - c. Attachment M, Contractors Cost Proposal for Amendment 2012-01-006, is appended to the existing agreement following Appendix L.

EXPLANATION OF CHANGES

- 1) SRA will provide additional CITSS application development and support during 2017 and 2018 as requested by the Participating Jurisdictions including, but not limited to:
 - Operations and maintenance of the hosting, testing, and development environments including but not limited to system security and software updates.
 - Application security and other priority updates identified by TSWG in the CITSS backlog.
 - Application updates to complete Ontario onboarding, including completion of the Ontario compliance requirements;
 - Directed development from the jurisdictions, such as changes related to regulatory updates, modifications to improve user experience, or other improvements to support entity or jurisdiction business processes.
 - Onboarding one or more new jurisdictions into CITSS.
- 2) Attachment M, Contractors Cost Proposal for Amendment 2012-01-006, details the costs for the extension of these application development and support tasks.

APPROVALS

This document and any attachments described herein constitute an amendment to the above numbered agreement. All provisions of that contract, except those which are explicitly changed by this amendment, shall remain in full force and effect.

By signing, the Contractor and WCI, Inc. do hereby accept and approve this amendment.

SRA International, Inc.

Signature on file

Authorized Signature

Anne Daniel

Name

10/18/2017

Date

Contracts Advisor

Title

Western Climate Initiative, Inc.

Signature on file

Authorized Signature

Greg Tamblyn

Name

10/18/2017

Date

Executive Director

Title

**Justification for a Contract Amendment to
Contract 2012-01: Hosting and Tracking System Services for the Compliance Instrument
Tracking System Service (CITSS)**

October 12, 2017

Introduction

Most of the administrative support provided by WCI, Inc. is highly technical or specialized and has been developed through the use of contractors. In May 2012, WCI, Inc. contracted with SRA International, Inc. (SRA) to further develop the Compliance Instrument Tracking System Service (CITSS) and to provide the web hosting for its operation (Contract 201201). At its December 2013 meeting, the Board approved an amendment to the SRA contract to continue CITSS development and hosting through the end of 2015 (Contract Amendment 2012-01-002). At its December 2014 meeting, the Board approved additional funding for necessary application development in the first half of 2015 (Contract Amendment 2012-01-003). At its August 2015 meeting the Board approved additional funding for necessary application development to the end of 2015 (Contract Amendment 2012-01-004). At its December 2015 meeting the Board approved additional funding for necessary application development to the end of 2017 (Contract Amendment 2012-01-005).

WCI, Inc. proposes to further increase the budget of its contract with SRA in order to provide additional funding for necessary application development during 2017 and 2018 while continuing to provide ongoing hosting services for the CITSS through December 31, 2018.

In their proposal for this one year contract extension, SRA Labor hourly billing rates will increase 3.5% in 2018 per the agreement approved by the Board on October 15, 2015.

Description of Services

- The additional services being procured through the proposed amendment are for the completion of priority application development and administrative support requested by the Participating Jurisdictions including, but not limited to:
 - Operations and maintenance of the hosting, testing, and development environments including but not limited to system security and software updates.
 - Application security and other priority updates identified by TSWG in the CITSS backlog.
 - Application updates to complete Ontario onboarding, including completion of the Ontario compliance requirements;
 - Directed development from the jurisdictions, such as changes related to regulatory updates, modifications to improve user experience, or other improvements to support entity or jurisdiction business processes.
 - Onboarding one or more new jurisdictions into CITSS.

Procurement Approach

The competitive procurement process that resulted in the initial selection of SRA to provide tracking system services has been described previously and approved by the WCI, Inc. Board of Directors.

SRA has demonstrated its qualifications to provide the services described above through its performance under the existing WCI, Inc. and previous California contracts. This contract includes modifications to CITSS, namely to ensure system security and software updates, complete Ontario Onboarding, allow onboarding of one or more new jurisdictions into CITSS, and comply with evolving regulation requirements and business needs of all Participating Jurisdictions.

The tracking system services need to continue uninterrupted and on schedule in order to bring CITSS to a stable operation and maintenance mode.

A contract modification is being proposed as the procurement vehicle to retain these required services. Continuing to work with the existing service provider for the additional application development will best enable WCI, Inc. to maintain the stability of the program while taking advantage of the significant investments that have already been made in the programmatic infrastructure.

WCI, Inc. and Participating Jurisdiction staff approached SRA to confirm their interest in and availability to continue this work. The contract amendment with SRA was developed by WCI, Inc. staff based on technical requirements provided by the Participating Jurisdictions. SRA finalized the attached technical and cost proposal, which has been reviewed and agreed to by WCI, Inc. and jurisdictional staff.

No additional steps have been taken to tender ongoing development and maintenance of CITSS, and hosting services.

Justification for a Non-Competitive Procurement

WCI, Inc.'s Procurement Policy provides for non-competitive procurement in certain instances. In this case, the non-competitive procurement is justified based on the following two allowable exemptions:

- Contracts for services provided by contractors that have been selected by a federal, state, city, county, provincial, or other regulatory entity, usually through a competitive process.
- Contract amendments to extend the original term for services and to add additional funding

COST PROPOSAL

HOSTING OPERATIONS AND TRACKING SYSTEM SERVICES FOR THE COMPLIANCE INSTRUMENT TRACKING SYSTEM SERVICE (CITSS)

Submitted to:

Western Climate Initiative, Incorporated (WCI, Inc.)

Submitted by:



SRA International Inc., A CSRA Company

3170 Fairview Park Drive,
Falls Church VA 22042

September 28, 2017

Version 4

NOTICE OF RESTRICTIONS

This proposal or quotation includes data that shall not be disclosed outside of WCI, Inc. and shall not be duplicated, used, or disclosed -- in whole or in part-- for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to SRA International, Inc. as a result of-- or in connection with-- the submission of this data, WCI, Inc. shall have the right to duplicate, use, or disclose the data to the extent provided in the resultant contract. This restriction does not limit the WCI, Inc.'s right to use information contained in this data if it is obtained from another legitimate source without restriction. The data subject to this restriction are contained in all sheets marked with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

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1 INTRODUCTION

SRA International, Inc., a CSRA Company (CSRA) is pleased to provide this proposal for the extension of hosting and tracking system services for the Compliance Instrument Tracking System Service (CITSS). This proposal covers work defined in coordination with WCI, Inc. and participating jurisdiction staff. The costs presented in this proposal cover the additional labor hours and other direct costs to support CITSS operations, priority items in the CITSS backlog and other directed development through 2018 with an option year in 2019.

2 APPROACH

CSRA staff worked with WCI, Inc. and participating jurisdiction staff to understand program milestones, functional needs, and desired release timelines for calendar years 2018 and 2019. Based on this information, CSRA defined the specific hosting and tracking system requirements and estimated rough levels of effort to accomplish the program goals. Specifically, continued CITSS support includes the following areas:

- Operations and maintenance of the hosting, testing, and development environments, including but not limited to system security and software updates. (Appendix A)
- Application security and other priority updates identified by TSWG in the CITSS backlog. (Appendix B)
- Application updates to complete Ontario onboarding (Appendix B), including completion 
.
- Directed development from the jurisdictions, such as changes related to regulatory updates, modifications to improve user experience, or other improvements to support entity or jurisdiction business processes (Appendix B).
- Onboarding one or more new jurisdictions into CITSS (Appendix B).

Consistent with how CITSS has been developed and maintained from the beginning, features will be regularly reviewed and reprioritized to ensure that development remains aligned with changing business needs. The requirements and release plans will be updated as necessary to reflect these changes. The full scope of hosting and tracking system services have been defined as part of the current contract and remain the same for this extension.

3 COST PROPOSAL

This section provides CSRA's Time and Materials cost proposal for work as discussed in this proposal. All prices are quoted in US Dollars. Payment terms are NET30 with a 10% withholding on CSRA labor. CSRA will separately invoice for the withheld amount before the beginning of any six (6) month period of work (to be invoiced at the end of June and December), or the earlier termination of this Agreement.

The following sections describe the proposed tasks, timeframe, and assumptions.

3.1 Overview

3.1.1 Tracking System Services

Tracking system services will focus on the following areas within the scope of the work plan submitted by CSRA in March 2013:

- Project Administration for the tracking system services
- Documentation
- Tracking System application development and enhancements for the following modules:
 - Jurisdiction Management

- User Registration
- Entities/Accounts
- Compliance Instrument Management
- Instrument Transfer
- Auction Improvements and Integration
- Market Monitoring Integration
- Offset Project Tracking
- Emissions Compliance
- Data Reporting
- Jurisdiction Functionality
- Application Security
- Tracking System operations and maintenance

3.1.2 Hosting

Hosting services will continue to provide the following:

- Project Administration for hosting services
- Monitoring of the application and backup jobs
- Maintenance of the hosting environment under an ongoing operations and continual improvement approach to improve or update the use of the cloud hosting provider, security services, logging services, and the technology used to execute the build

3.1.3 Team Size and Costs

Details have been removed from the public document for business confidentiality and competitiveness reasons.

[REDACTED]

3.2 Timeframe

3.2.1 Project Timeframe

CSRA has assumed a contract extension start date of October 15, 2017 and an end date of December 31, 2018 for tracking system services and hosting support. An updated 2019 option period is also included in the proposal based on TSWG priority information.

3.2.2 Production Releases of CITSS

[REDACTED]

[REDACTED]

At the time of this proposal, Gelder, Gingras, and Associates (GGA) is undergoing a technical review of CITSS. Due to time constraints, this proposal does not take into account any system enhancements or modifications or any process or procedural changes from GGA. Recommendations from GGA will be handled as a separate contract modification and/or cost proposal.

Further, this proposal does not anticipate any fundamental infrastructural changes to the CITSS software architecture or hosting arrangement. If the feedback from GGA or any other source indicate that significant changes are required to support new requirements for an expanded program, this will be handled separately.

3.3 Assumptions and Risks

Details have been removed from the public document for business confidentiality and competitiveness reasons.

3.4 Cost Detail Sheet

Details have been removed from the public document for business confidentiality and competitiveness reasons.

TABLE 1 – 2017 CONTRACTOR'S COST DETAIL SHEET (U.S. Dollars, \$) Includes all costs including subcontractors				
	Costs			
	Personnel Costs			Total
	2017 Hours	2017 Rate (\$/hour)		
	[Hours] x [Rate] = [Total]			
Labor				
Program Manager				
Project Manager 3				
Project Manager 2				
Technical Lead				
Software Engineer 4				
Software Engineer 3				
Software Engineer 2				
Business Systems Analyst 3				
Business Systems Analyst 1				
QA Specialist				
Project Administration Analyst 2				
	Labor Total			
Other Direct Costs	2017 Unit			Total
Atlassian				
Code Repository				
Uptime Monitoring				
Performance Monitoring				
Hosting Environment and Backup Account				
Testing Environments and Backup Account				
Penetration Testing (targeted)				
Production Log Management				
Testing Log Management				
Production Security, Intrusion Detection				
Encryption Annual Maintenance Fee				
Testing Domain and Certificates				
Testing email accounts				
	Other Direct Costs Total			
	Total Estimated Cost			

Details have been removed from the public document for business confidentiality and competitiveness reasons.

TABLE 2 – 2018 CONTRACTOR'S COST DETAIL SHEET (U.S. Dollars, \$) Includes all costs including subcontractors				
	Costs			
	Personnel Costs			
	2018 Hours	2018 Rate (\$/hour)		Total
	[Hours] x [Rate] = [Total]			
Labor				
Program Manager				
Project Manager 3				
Project Manager 2				
Technical Lead				
Software Engineer 4				
Software Engineer 3				
Software Engineer 2				
Business Systems Analyst 3				
Business Systems Analyst 1				
QA Specialist				
Project Administration Analyst 2				
	Labor Total			
Other Direct Costs	2018 Unit			Total
Atlassian				
Code Repository				
Uptime Monitoring				
Performance Monitoring				
Hosting Environment and Backup Account				
Testing Environments and Backup Account				
Penetration Testing, 2 per year				
Production Log Management				
Testing Log Management				
Production Security, Intrusion Detection				
Encryption Annual Maintenance Fee				
Testing Domain and Certificates				
Testing email accounts				
	Other Direct Costs Total			
	Total Estimated Cost			

Details have been removed from the public document for business confidentiality and competitiveness reasons.

TABLE 3 – 2019 Option Year CONTRACTOR'S COST DETAIL SHEET (U.S. Dollars, \$) Includes all costs including subcontractors				
	Costs			
	Personnel Costs			Total
	2019 Hours	2019 Rate (\$/hour)		
	Labor	[Hours] x [Rate] = [Total]		
Program Manager				
Project Manager 3				
Project Manager 2				
Technical Lead				
Software Engineer 4				
Software Engineer 3				
Software Engineer 2				
Business Systems Analyst 3				
Business Systems Analyst 1				
QA Specialist				
Project Administration Analyst 2				
	Labor Total			
Other Direct Costs	2019 Unit			Total
Atlassian				
Code Repository				
Uptime Monitoring				
Performance Monitoring				
Hosting Environment and Backup Account				
Testing Environments and Backup Account				
Penetration Testing, 2 per year				
Production Log Management				
Testing Log Management				
Production Security, Intrusion Detection				
Encryption Annual Maintenance Fee				
Testing Domain and Certificates				
Testing email accounts				
	Other Direct Costs Total			
	Total Estimated Cost			

3.5 Labor Categories

Labor categories, descriptions, and rates for all labor categories have been defined under the Agreement. CSRA reserves the right to use any of these labor categories in the performance of this Agreement.

[REDACTED]

4 ADDITIONAL INFORMATION

CSRA will continue using a cloud hosting environment for the development environment, testing environment, UAT environment, training environment, and load testing environment. CSRA will configure, deploy, and enhance the CSRA application in the cloud environment.

[REDACTED]

APPENDIX A: OPERATIONS AND MAINTENANCE

Details have been removed from the public document for business confidentiality and competitiveness reasons.