



Date of Memo: July 09, 2024
Current Meeting: July 18, 2024
Board Meeting: July 25, 2024

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Jennifer Pyrz
FROM: Senior Director of Service Planning Annette Darrow
SUBJECT: Consideration and approval of On-Call Scheduling Services

ACTION ITEM A – 5

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, it is requested that the Board authorize the President / CEO to enter an optional contract extension with CSched to provide On-Call Scheduling Services for one year, not to exceed \$75,000. The original contract approved in July 2020 for three years was not to exceed \$200,000 for three years with two option years.

BACKGROUND:

At IPTC, the Service Planning Department is responsible for operations planning, scheduling, and run cutting which are the foundation of fixed route bus service. IPTC uses the HASTUS software suite version 2021, and the schedule data from HASTUS is used in many external systems, including the Avail CAD/AVL system, Swiftly, Google, and other third-party consumers. CSched will provide training, scheduling, and run cutting support as well as be used for other HASTUS-related operational needs or special projects.

DISCUSSION:

CSched is a consulting team with specialized knowledge of fixed-route transit scheduling and the HASTUS transit scheduling software system by GIRO, Inc. The team has extensive experience developing and tracking planned level-of-service budgets, creating organizational plans for the scheduling and planning functions, benchmarking system performance against peer agencies, and evaluating operating costs related to current and alternate scheduling practices.

CSched provides training and support to staff to optimize and use Hastus to its full potential. With future staff retirement in the Scheduling Department, there will be a loss of institutional and tacit knowledge and the continuing need to develop best practices documentation. It's essential to know how to use the software as well as review ad hoc scenarios and have a backup. CSched is our backup.

This was a competitive three-year solicitation with two optional years. This is the last option year of the contract. Because it is an industry-specific and a technical service, only one bid was received when the original solicitation was issued.

ALTERNATIVES:

The Board could choose not to award this contract. This work has been done by the scheduling team, but the primary staff person responsible has worked with and trained staff and could retire at any time. IPTC risks not having all the expertise for creating public schedules, operator schedules, run cuts, and contractual operator bids. The team has the skills to create the work but not the institutional knowledge or full expertise to perform it without outside assistance.

FISCAL IMPACT:

The total cost of this optional year will not exceed \$75,000. The operating budget provides funding for this procurement.

DBE/XBE DECLARATION:

Due to the unique nature of this procurement, including knowledge and experience with the Giro/HASTUS software, no subcontracting opportunities were available to be split out for smaller certified businesses to bid on.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee and Service Committee on July 18, 2024 and will be recommended for the Consent Agenda.