



Chicago Metropolitan Agency for Planning

Agenda Item 5.02

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MEMORANDUM

To: CMAP Board

From: Alicia Gage
Manager, Finance and Administration

Date: January 10, 2024

Re: Authorization to enter into an agreement and contract amendment with EcoInteractive for ProjectTracker SaaS eTIP subscription, for a cost increase of \$137,500, a total not-to-exceed amount of \$1,002,316

In June 2020, CMAP signed a subscription agreement with EcoInteractive to provide ProjectTracker Software as a Service (SaaS) eTIP subscription including 250 annual support hours for a term of 5 years from May 30, 2020 through April 30, 2025 in the amount of \$864,816.00.

As the region's metropolitan planning organization, CMAP must maintain an approved program of projects for the CMAP planning area. The online eTIP database is the official record of federal transportation funding and regionally significant state or locally funded projects. The database is a secure online tool for programmers to submit new projects and project changes for consideration by the CMAP Transportation Committee and MPO Policy Committee. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) use the eTIP database to ensure that projects submitted for federal participation are deemed a priority for the region. The database can also be used by the public to view upcoming transportation projects in their community and the region.

The [eTIP database](#), implemented in April 2016 by EcoInteractive, contains all of the details about approved TIP projects, a record of TIP amendments, and search tools for locating projects geographically and by project or funding type. Programming and implementing agencies utilize this database to manage project implementation. Without eTIP, CMAP would not be in compliance with federal requirements for the TIP project listing.

As with any system, periodic upgrades occur. The eTIP system is migrating to a new platform. In order to maintain and improve customizations to the Software as a Service (SaaS) required to address programming and project management complexities unique to the CMAP region, an amendment of the existing maintenance contract is needed. This is a one-time software customization for CMAP's eTIP to move to the upgraded ProjectTracker SaaS platform. We are requesting an amendment to EcoInteractive will complete the development of software customizations over a nine-month period to be completed in 2024. The current, anticipated cost for these out-of-scope items is \$125,000 and will support the development of custom features on the newly upgraded platform. IDOT allows for an expense increase of 10% of the originally authorized fiscal year utilization, or an amount not-to-exceed \$137,500 for FY 2024. The new contract total shall not exceed \$1,002,316. Support for this amendment will be provided by FY 2024 UWP funds.

ACTION REQUESTED: Approval