



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:		DocuSigned by: <i>Michael Jones</i> 47000790F2D7463...		GENERAL MANAGER ACTION REQ'D: N/a	
DATE: 7/17/2026		8/6/2026		BOARD INITIATED ITEM: Yes	
Originator/Prepared by: Erica Elkington Dept: Contract Management Admin Signature/Date: <i>Erica Elkington</i> 49D95957072E495 7/28/2026		General Counsel DocuSigned by: <i>Amelia Sandoval-Smith</i> 2528C067C44147D... 7/28/2026 []		Chief Financial Officer Signed by: <i>Joseph Beach</i> 7D9A7C6E7348456... 7/29/2026 []	
		District Secretary DocuSigned by: <i>Robert Franklin</i> AFF4529E1F0D45C... 8/6/2026 []		BARC Signed by: <i>Michael Eisenman</i> E94AA3F2053E473... 7/30/2026 []	

Procurement with Carahsoft Technology Group (NASPO) for a Contract Lifecycle Management Software solution

PURPOSE

To request Board authorization for the General Manager to execute Agreement 6M4943 ("Agreement") with Carahsoft Technology Corp. ("Carahsoft"), an authorized reseller of SOVRA, to obtain a cloud-based Contract Lifecycle Management (CLM) software solution, implementation services, software licensing, maintenance, support, and related professional services, for a three-year base term with two one-year options in an amount not to exceed \$636,000.

DISCUSSION

This Agreement is to acquire and implement a cloud-based Contract Lifecycle Management (CLM) software solution for the District to modernize and streamline the District's procurement and contract administration processes from intake through contract execution and management.

The proposed SOVRA CLM software solution will replace numerous manual and decentralized processes currently managed through email, shared network drives, and paper-based workflows with a centralized electronic platform. The CLM system is designed to improve efficiency, transparency, reporting capabilities, document management, workflow automation, and auditability. The system also will be designed to provide enhanced management visibility into procurement and contract activities across the District.

The solution includes functional support for the District's procurement lifecycle, including:

- Intake and request management
- Solicitation (RFx) creation and management
- Electronic sourcing and supplier communications
- Contract lifecycle management, including document generation, version control, workflow approvals, notifications, reporting, and electronic signature integration
- Integration with the District's Oracle PeopleSoft financial system for vendor synchronization and requisition processing
- User training, implementation, testing, and post-implementation support

The implementation is anticipated to occur over approximately thirty (30) weeks and includes professional services support to configure, integrate, test administer and train end-users, as well as transition the system to provide ongoing production support. The Agreement also provides software maintenance, upgrades, technical support, and hosting services throughout the Agreement term.

The procurement will be made through the National Association of State Procurement Officials (NASPO) ValuePoint cooperative purchasing program previously approved by the Board for software procurements. Carahsoft is an authorized reseller of the SOVRA platform, a government procurement software provider, under NASPO ValuePoint Master Agreement No. AR2472 and the State of California Participating Addendum Number 7-17-70-40-05, expiring September 15, 2026.

Because the State of California participates in the NASPO ValuePoint cooperative purchasing program, local agencies, including BART, are authorized pursuant to California Public Contract Code section 10298 to procure goods and services from awarded NASPO contracts without further competitive bidding when California participates in the applicable master agreement. For this Agreement, the Procurement team, in conjunction with Office of Chief Information Officer, performed an extensive market assessment and evaluation of commercially available contract lifecycle management solutions, and staff determined that the SOVRA platform best meets the District's complex procurement and contracting requirements.

Pursuant to the District's Non-Federal Small Business Program, the Office of Civil Rights reviewed the scope of work and determined that there are no certified Small Businesses (SB) certified by the California Department of General Services, capable of providing the goods and services in this scope of work. Therefore, the Small Business Program does not apply to this NASPO ValuePoint agreement.

The Office of General Counsel will approve the agreement as to legal form prior to execution.

FISCAL IMPACT

Funding in an amount not to exceed \$636,000 is requested for execution of the Agreement.

<u>Contract Year</u>	<u>Amount</u>	<u>Funding Source</u>
Year 1	\$183,405.30	Operating
Year 2	\$104,988.59	Operating
Year 3	\$110,238.02	Operating
Year 4 (Option 1)	\$115,749.92	Operating
Year 5 (Option 2)	\$121,537.41	Operating

Funding is available within the approved Procurement Management Budget (0503450), under Professional and Technical Services Account (681300). This action is not anticipated to have any fiscal impact on unprogrammed District reserves.

ALTERNATIVES

The District could elect not to procure the proposed Contract Lifecycle Management software solution and continue utilizing its current largely manual procurement and contract administration processes. This option would result in operational inefficiencies, fragmented document management, limited reporting capabilities, increased administrative effort, reduced workflow automation, and increased operational risk associated with decentralized contract management.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to enter into the proposed Agreement to obtain from Carahsoft the SOVRA Contract Lifecycle Management software solution as outlined in the following motion.

MOTION

The General Manager, or designee, is authorized to execute the Agreement with Carahsoft Technology Corp., an authorized reseller of the SOVRA Contract Lifecycle Management software solution, utilizing the NASPO ValuePoint cooperative purchasing program, for a three-year base term with two one-year options, in an amount not to exceed \$636,000 for software licensing, implementation services, maintenance, technical support, and related professional services.