SUMMARY STATEMENT

ITEM NO.: DRPA-13-097

SUBJECT: Enterprise Resource Planning (ERP) Project Management Services

COMMITTEE:

COMMITTEE MEETING DATE: August 7, 2013

BOARD ACTION DATE: August 19, 2013

PROPOSAL: That the Board authorizes staff to negotiate a contract with Grant Thornton for an amount not to exceed $471,200.00 for Project Management services. Pricing is provided under GSA IT Schedule 70. Grant Thornton’s IT schedule 70 contract number is GS-35F-5461H.

Amount: $471,200.00

Contractor: Grant Thornton
2001 Market Street, Suite 31
Philadelphia, PA 19103

PURPOSE: To provide the Authority with project management services to be used exclusively for the Enterprise Resource Planning (ERP) project. Grant Thornton will provide a project manager to assist the DRPA in managing their internal resources and responsibilities related to the ERP project at the direction of the project sponsor.

BACKGROUND: The DRPA is currently working on a project under Board Resolution DRPA-12-050 and contract #GN-0010-12 to implement a new ERP system to replace its two aging and obsolete systems. In order to effectively manage the project it is necessary for the DRPA to utilize project management services that have extensive experience in implementing ERP systems. This role will supplement the work already under way and being conducted with Grant Thornton in conjunction with DRPA staff. The activities for these services include, but are not limited to:

- Receive and manage project status updates from project contractors
- Prepare project status updates to executive management and Board level leadership when necessary and support delivery of these updates
• Manage integrator deliverables, including and the deliverable review, feedback and acceptance process
• Monitor and ensure that project activities align to organizational goals
• Manage project activities against plan, particularly activities where DRPA is primarily responsible (like data cleansing, data governance, etc.)
• Coordinate and lead DRPA staff through the decision making process to achieve resolution of key design issues
• Provide insight and facilitate communications between the integrator and DRPA staff
• Coordinate and manage project logistics including facilities, meeting space, work space, and special events and meetings
• Manage creation and distribution of internal project communication
• Coordinate Consultant and Authority efforts to identify and manage project change and training

These services will exist for a specified term, September 16, 2013 through December 31, 2014, however, it may be necessary to extend these services. That will be addressed at a later date if necessary. It is also important to note that Grant Thornton identified several risks to the project if a dedicated project manager is not utilized. In a letter dated July 22, Grant Thornton identified vulnerabilities such as project delays, budget overruns, inability to make process improvements, and lack of system adoption.

Staff recommends that the contract be awarded to Grant Thornton for $471,200.00.

SUMMARY:

<table>
<thead>
<tr>
<th>Source of Funds:</th>
<th>General Fund</th>
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</thead>
<tbody>
<tr>
<td>Capital Project #:</td>
<td>TE0702</td>
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<tr>
<td>Operating Budget:</td>
<td>N/A</td>
</tr>
<tr>
<td>Master Plan Status:</td>
<td>N/A</td>
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<tr>
<td>Other Fund Sources:</td>
<td>N/A</td>
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<tr>
<td>Other Parties Involved:</td>
<td>N/A</td>
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</table>
RESOLUTION

RESOLVED: That the Board authorizes staff to negotiate a contract with Grant Thornton for an amount not to exceed $471,200.00 for ERP project management services.

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY: Amount: $471,200.00
Source of Funds: General Fund
Capital Project #: TE0702
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Other Parties Involved: N/A

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