

SUMMARY STATEMENT

ITEM NO.: DRPA-16-053

SUBJECT: Procurement and Maintenance of Enterprise Legal Management Solutions Software

COMMITTEE:

Finance

COMMITTEE MEETING DATE:

April 13, 2016

BOARD ACTION DATE:

April 20, 2016

PROPOSAL:

That the Board authorizes staff to negotiate all necessary agreements, contracts or other documents for the procurement and maintenance of Enterprise Legal Management Solutions Software

Amount: \$230,148.35

Vendor: SHI International

PURPOSE:

To negotiate all necessary agreements, contracts or other documents for the procurement and maintenance of Enterprise Legal Management Solutions Software

BACKGROUND:

The Office of General Counsel currently uses an outdated case tracking system generally designed for law firms, with limited capacity to manage litigation and transactional matters in an efficient and integrated manner. DRPA participated in demonstrations by various vendors of Legal Case Management software. The proposed Enterprise Legal Management software (Legal Suite), procured through a New Jersey Software State Contract with SHI International, is specifically designed for General Counsel. This web-based system automates and secures contractual activity at every stage, providing additional legal assistance; contains an E-Billing component; details the history and provides analysis of litigation matters; and includes a comprehensive collaborative portal for assigning, monitoring and closing legal matters. The agreement will provide for training and system maintenance for a three year period.

SUMMARY:

Amount: \$230,148.35
Source of Funds: 2013 Revenue Bonds
Capital Project Number: TEP.01405
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A

RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority authorizes staff to negotiate all necessary agreements, contracts or other documents for the procurement and maintenance of Enterprise Legal Management Solutions Software with SHI International; and be it further

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.

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