

SUMMARY STATEMENT

ITEM NO.: DRPA-17-097

**SUBJECT: Consideration of Pending DRPA
Contracts (Between \$25,000 and \$100,000)**

COMMITTEE:

New Business

COMMITTEE MEETING DATE:

N/A

BOARD ACTION DATE:

November 15, 2017

PROPOSAL:

That the Board consider authorizing staff to enter into contracts as shown on the Attachment to this Resolution.

PURPOSE:

To permit staff to continue and maintain DRPA operations in a safe and orderly manner.

BACKGROUND:

At the Meeting held August 18, 2010 the DRPA Commission adopted Resolution 10-046 providing that all DRPA contracts must be adopted at an open meeting of the DRPA Board. The Board proposed modifications to that Resolution at its meeting of September 15, 2010; specifically that all contracts between \$25,000 and \$100,000 be brought to the Board for approval. The contracts are listed on the Attachment hereto with the understanding that the Board may be willing to consider all of these contracts at one time, but if any member of the Board wishes to remove any one or more items from the list for separate consideration, each member will have that privilege.

SUMMARY:

Amount:	N/A
Source of Funds:	See Attached List
Capital Project #:	N/A
Operating Budget:	N/A
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	N/A
Other Parties Involved:	N/A

DRPA-17-097
New Business: November 15, 2017
Board Date: November 15, 2017
Consideration of Pending DRPA Contracts
(Between \$25,000 and \$100,000)

RESOLUTION

RESOLVED: **That the Board authorizes and directs that subject to approval by the Chair, Vice Chair, General Counsel and the Chief Executive Officer, staff proceed to negotiate and enter into the contracts listed on the Attachment hereto.**

SUMMARY:

Amount:	N/A
Source of Funds:	See Attached List
Capital Project #:	N/A
Operating Budget:	N/A
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	N/A
Other Parties Involved:	N/A



DRPA

CONSIDERATION OF PENDING DRPA CONTRACTS (VALUED BETWEEN \$25,000 - \$100,000) – November 15, 2017

Item #	Vendor	Description	Amount	Procurement Method	Bids Received	Bid Amounts	Source of Funds
1	Turner Surety & Insurance Brokerage, Inc. (TSIB) Paramus, NJ	An RFP was issued September 6, 2017, to request professional services to provide reviews of the Authority's Capital Construction Bid Evaluation Review Services - Experience Modification Factors (EMF) in connection with its procurement process. Proposals were due October 12, 2017. One (1) proposal was received, Turner Surety & Insurance Brokerage (TSIB). Since May 2017, TSIB has been performing comprehensive reviews and assessments of the Experience modification Factors and/or other safety related information submitted by the apparent low bidder(s), in connection with the Authority's capital construction projects, under Addendum B, of the OCIP Brokerage and Consulting Services contract expiring December 17, 2017. This work assured the expedited review of bidder's documentation, and to assess and improve (where appropriate) the Authority's safety responsibility review process. These professional services include a review of the safety related information and/or documentation submitted by the apparent low bidder (or bidders). The scope of services (the "Services") the Authority requires includes review of the safety related portion of the Authority's responsible bidder evaluations in connection with the Authority's capital construction projects.	\$35,000.00	Request for Proposal was issued and publicly advertised on September 6, 2017. TSIB was the sole responder and based upon their proposal, their past performance and satisfactory service with previous scope of work and the ability to continue to perform similar service with the scope of work, staff recommends continuing the services with TSIB for one (1) year with two (2) one-year options exercisable at the sole discretion of the DRPA.	1. Turner Surety & Insurance Brokerage, Inc. (TSIB) Paramus, NJ	1. \$35,000.00	General Fund
2	HRsoft Maitland, FL	Purchase of One (1) year agreement to provide Performance Management and Stayview employee engagement software solutions and services for DRPA & PATCO.	\$42,333.00	Sole Source Provider - see attached Sole Source Justification Memo marked as Exhibit "1."	1. HRsoft Maitland, FL	1. \$42,333.00	Revenue Fund

MEMORANDUM: PURCHASES GREATER THAN \$25,000

DELAWARE RIVER PORT AUTHORITY

of Pennsylvania and New Jersey

One Port Center
2 Riverside Drive
Camden NJ



TO: James White, Chief Financial Officer
John T. Hanson, CEO-DRPA/ President-PATCO

FROM: Kelly Forbes ,Division Director/Project Manager: Kelly Forbes

SUBJECT: SOLE SOURCE APPROVAL - HR Soft

PURCHASE REQUISITION: R10007797

DATE: Thursday, August 10, 2017

"EXHIBIT 1"

Background:

HRS used HRSoft's proprietary performance management system for over 4 years. HRSoft also provides our Stayview employee engagement system. SAP has not yet implemented the performance management module.

Justification for Proprietary/Sole Source:

HR Soft has been the provider of our performance management system and the Stayview employee engagement system. Using our data, they have spent over four years developing and customizing their software to meet our needs. We expect to have the SAP module running by end of 2018. A renewal of our current contract with HRSoft is needed in order to continue providing a tool for managers to use to complete employee performance reviews.

Cost:

\$42,333 for a one year renewal

Kelly Forbes ,Division Director



SIGNATURE

James White, CFO



SIGNATURE

John T. Hanson, CEO-DRPA/ President-PATCO



SIGNATURE

