SUMMARY STATEMENT

ITEM NO.: DRPA-19-042  SUBJECT: Consideration of Pending DRPA Contracts (Between $25,000 and $100,000)

COMMITTEE: New Business

COMMITTEE MEETING DATE: N/A

BOARD ACTION DATE: April 17, 2019

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
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 |
### CONSIDERATION OF PENDING DRPA CONTRACTS (VALUED BETWEEN $25,000 - $100,000) – April 17, 2019

<table>
<thead>
<tr>
<th>Item #</th>
<th>Vendor/Contractor</th>
<th>Description</th>
<th>Amount</th>
<th>Procurement Method</th>
<th>Bids Received</th>
<th>Bid Amounts</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Dell Marketing, LP Round Rock, TX</td>
<td>Procurement of Microsoft Premium Support, which includes an end-to-end support solution that offers direct access to Microsoft technical experts. Premier Support pairs DRPA with a dedicated support team providing 24/7 assistance and escalation to minimize resolution time for urgent issues and help ensure DRPA systems remain up and running.</td>
<td>$74,668.42</td>
<td>In Accordance with New Jersey State Contract M0003, Vendor #89850</td>
<td>1. Dell Marketing, LP Round Rock, TX 2. PCM-G El Segundo, CA 3. Insight Tempe, AZ 4. SHI Somerset, NJ 5. CDW Vernon Hills, IL</td>
<td>1. $74,668.42 2. $76,440.96 3. No Bid 4. No Bid 5. No Response</td>
<td>Revenue Funding</td>
</tr>
<tr>
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<tr>
<td>4</td>
<td>Dell Marketing, LP</td>
<td>Procurement of LawSoft Software Maintenance Agreement Renewal for One (1) Year for Public Safety Departments Computer Aided Dispatch software</td>
<td>$28,364.15</td>
<td>In Accordance with New Jersey State Contract M0003, Vendor #69850</td>
<td>1. Dell Marketing, LP Round Rock, TX</td>
<td>$28,364.15</td>
<td>Revenue Funding</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td>2. PCM-G El Segundo, CA</td>
<td>$28,611.00</td>
<td></td>
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<td></td>
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<td></td>
<td>3. SHI Somerset, NJ</td>
<td>$28,891.50</td>
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<td></td>
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<td>4. CDW Vernon Hills, IL</td>
<td>No Response</td>
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<td></td>
<td>5. Insight Tempe, AZ</td>
<td>No Bid</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>United Rentals</td>
<td>Procurement of Rental of a 135’ Articulating Boom Lift, IC 4WD, for BFB and CBB Facilities.</td>
<td>$44,217.30</td>
<td>In Accordance with PA Co-Stars Contract #038-006</td>
<td>1. United Rentals Mickleton, NJ</td>
<td>44,217.30</td>
<td>General Funding</td>
</tr>
<tr>
<td>7</td>
<td>Red Commerce, Inc</td>
<td>Temporary placement agency specializing in placing SAP Consultants and Specialists in the HCM/Success Factors modules in ESS and S4/HANA</td>
<td>$99,999.00</td>
<td>Sole Source Provider - see attached Sole Source Justification Memo marked as “Exhibit 1”</td>
<td></td>
<td></td>
<td>General Funding</td>
</tr>
</tbody>
</table>

N/A: Not Applicable

<table>
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<tr>
<td>8</td>
<td>K-Force Staffing, Inc</td>
<td>Temporary placement agency specializing in placing SAP Consultants and Specialists in the HCM/Success Factors modules in ESS and S4/HANA</td>
<td>$99,999.00 Not to Exceed</td>
<td>Sole Source Provider - see attached Sole Source Justification Memo marked as &quot;Exhibit 2&quot;</td>
<td>N/A</td>
<td>N/A</td>
<td>General Funding</td>
</tr>
<tr>
<td>9</td>
<td>Aston Carter</td>
<td>Temporary placement agency specializing in placing SAP Consultants and Specialists in the ESS FICO and S4/HANA FICO modules</td>
<td>$99,999.00 Not to Exceed</td>
<td>Sole Source Provider - see attached Sole Source Justification Memo marked as &quot;Exhibit 3&quot;</td>
<td>N/A</td>
<td>N/A</td>
<td>General Funding</td>
</tr>
</tbody>
</table>
MEMORANDUM: PURCHASES GREATER THAN $25,000

DELAWARE RIVER PORT AUTHORITY
of Pennsylvania and New Jersey

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

FROM: Richard Mosback, Division Director/Project Manager: Procurement

SUBJECT: SOLE SOURCE APPROVAL - Red Commerce, Inc.

PURCHASE REQUISITION: ____________________________________________

DATE: Thursday, April 11, 2019

Background:

See attached memo.

Justification for Proprietary/Sole Source:

See attached memo.

Cost:

N-T-E- $99,999.00

Richard Mosback, Division Director

James White, CFO

John T. Hanson, CEO-DRPA/President-PATCO
TO: John T. Hanson, CEO
     James White, CFO

FROM: Maria Wing, Deputy CEO
      Richard Mosback, Director, Procurement

SUBJECT: Sole Source Justification Temporary Services – SAP HCM & Success Factors
         SME (EC/ECP Focus)

DATE: April 11, 2019

In February 2018, Authority staff recommended and the Board approved negotiating a contract with SAP
Public Services, Inc. for an amount not to exceed $25,800,292 for an upgrade of the existing ERP System
that serves as the system of record for both the DRPA and PATCO (the “ERP System Upgrade Project”).

Beginning in early 2019, in connection with the ERP System Upgrade Project timeline (the “Timeline”),
the Authority commenced and continues work to transition from its current ECC system to SAP’s S4
HANA platform. Additionally, the Authority will implement the Ariba procurement and Success Factors
human resource software modules. Pursuant to the Timeline, implementation of Ariba is scheduled to
occur in Q2 of 2019, implementation of Success Factors is scheduled to occur in Q4 of 2019, and the cut-
over to the S4 HANA platform will occur on or around 1/1/2020.

The Authority’s PMO, in consultation with senior staff, has concluded that the Authority’s personnel will
need additional technical support, in the form of SAP subject matter experts (SMEs) in the areas of HCM
and Success Factors with a focus on Employee Central (“EC”) and Employee Central Payroll (“ECP”), to
assess and articulate business process design and configuration to assist with implementation, integration,
and maintenance reporting. The SMEs would also be tasked with establishing and maintaining good
working relationships with upper management, coworkers and staff at all levels.

In anticipation of the need for additional technical support to assist with the ERP System Upgrade Project,
the Authority sought to hire SMEs through its standard hiring process beginning in 2018. It was anticipated
that the requisite SMEs would be identified and hired by Q1 2019. Unfortunately, the Authority was
unsuccessful in its efforts to identify and hire SMEs though its standard hiring process – likely due to the
highly technical educational and experience requirements required for the positions.

The DRPA is an Equal Employment Opportunity Employer
From a timing perspective, the Authority’s PMO for the ERP System Upgrade Project, recommends retention of the required SMEs as soon as practicable so as to not delay the overall ERP System Upgrade Project Timeline. Accordingly, the PMO, in consultation with senior staff, has identified a professional staffing firm that specializes in placement of temporary EC and ECP specialists having SAP HCM and Success Factors experience and expertise.

As such, staff requires the sole source retention of professional staffing agency Red Commerce, Inc. to assist in identifying and hiring an EC/ECP SAP SME. Staff requests a contract term of approximately nine (9) months – through and including December 31, 2019 – unless extended by mutual agreement of the parties concerned, for an amount not to exceed $100,000. Based upon market research, and the results of the Authority’s previous SME hiring attempts, Authority staff believes that Red Commerce, Inc. is the only viable agency that is capable of providing personnel meeting the necessary EC and ECP requirements and in the time frame required by the ERP System Upgrade Project Timeline.

Red Commerce, Inc. shall be required to furnish temporary help skills as required by the Authority at a per hour rate of pay to be negotiated by the Authority based on the qualifications of the individual SME(s) selected and their standard rate of pay. Red Commerce, Inc. will be required to check the criminal and work records and references of prospective temporary help SMEs before referral to the Authority for work. The temporary help SMEs will be employees of Red Commerce, Inc. and shall work the scheduled hours and perform the duties as required by the Authority.

Under no circumstances will the Authority provide any employee benefits, including but not limited to, health and disability benefits to the temporary help SMEs furnished to the Authority by Red Commerce, Inc. in connection with this Sole Source justification.
"EXHIBIT 2"

MEMORANDUM: PURCHASES GREATER THAN $25,000

DELAWARE RIVER PORT AUTHORITY
of Pennsylvania and New Jersey

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

FROM: Richard Mosback , Division Director/Project Manager: Procurement

SUBJECT: SOLE SOURCE APPROVAL - Kforce Staffing Inc.

PURCHASE REQUISITION:

DATE: Thursday, April 11, 2019

Background:

See attached memo.

Justification for Proprietary/Sole Source:

See attached memo.

Cost:

N-T-E: $99,999.00

Richard Mosback, Division Director

James White, CFO

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

TO: John T. Hanson, CEO
    James White, CFO

FROM: Maria Wing, Deputy CEO
      Richard Mosback, Director, Procurement

SUBJECT: Sole Source Justification Temporary Services - SAP HCM & Success Factors – Benefits/UAT/Training SME

DATE: April 11, 2019

In February 2018, Authority staff recommended and the Board approved negotiating a contract with SAP Public Services, Inc. for an amount not to exceed $25,800,292 for an upgrade of the existing ERP System that serves as the system of record for both the DRPA and PATCO (the “ERP System Upgrade Project”).

Beginning in early 2019, in connection with the ERP System Upgrade Project timeline (the “Timeline”), the Authority commenced and continues work to transition from its current ECC system to SAP’s S4 HANA platform. Additionally, the Authority will implement the Ariba procurement and Success Factors human resource software modules. Pursuant to the Timeline, implementation of Ariba is scheduled to occur in Q2 of 2019, implementation of Success Factors is scheduled to occur in Q4 of 2019, and the cut-over to the S4 HANA platform will occur on or around 1/1/2020.

The Authority’s PMO, in consultation with senior staff, has concluded that the Authority’s personnel will need additional technical support, in the form of SAP subject matter experts (SMEs) in the areas of HCM and Success Factors with a focus on the Benefits functionality of the software as well as User Acceptance Testing (“UAT”) and training support, to assess and articulate business process design and configuration to assist with implementation, integration, and maintenance reporting. The SMEs would also be tasked with establishing and maintaining good working relationships with upper management, coworkers and staff at all levels.

In anticipation of the need for additional technical support to assist with the ERP System Upgrade Project, the Authority sought to hire SMEs through its standard hiring process beginning in 2018. It was anticipated that the requisite SMEs would be identified and hired by Q1 2019. Unfortunately, the Authority was...
unsuccessful in its efforts to identify and hire SMEs though its standard hiring process – likely due to the highly technical educational and experience requirements required for the positions.

From a timing perspective, the Authority’s PMO for the ERP System Upgrade Project, recommends retention of the required SMEs as soon as practicable so as to not delay the overall ERP System Upgrade Project Timeline. Accordingly, the PMO, in consultation with senior staff, has identified a professional staffing firm that specializes in placement of temporary benefits, training and UAT specialists having SAP experience and expertise.

As such, staff requires the sole source retention of professional staffing agency Kforce Staffing Inc. to assist in identifying and hiring a Benefits/UAT/Training SAP SME. Staff requests a contract term of approximately nine (9) months – through and including December 31, 2019 – unless extended by mutual agreement of the parties concerned, for an amount not to exceed $100,000. Based upon market research, and the results of the Authority’s previous SME hiring attempts, Authority staff believes that Kforce Staffing Inc. is the only viable agency that is capable of providing personnel meeting the necessary benefits and UAT requirements and in the time frame required by the ERP System Upgrade Project Timeline.

Kforce Staffing Inc. shall be required to furnish temporary help skills as required by the Authority at a per hour rate of pay to be negotiated by the Authority based on the qualifications of the individual SME(s) selected and their standard rate of pay. Kforce Staffing Inc. will be required to check the criminal and work records and references of prospective temporary help SMEs before referral to the Authority for work. The temporary help SMEs will be employees of Kforce Staffing Inc. and shall work the scheduled hours and perform the duties as required by the Authority.

Under no circumstances will the Authority provide any employee benefits, including but not limited to, health and disability benefits to the temporary help SMEs furnished to the Authority by Kforce Staffing Inc. in connection with this Sole Source justification.
Memorandum: Purchases Greater Than $25,000

Delaware River Port Authority
Of Pennsylvania and New Jersey

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

From: Richard Mosback, Division Director/Project Manager: Procurement

Subject: Sole Source Approval

Date: Thursday, April 11, 2019

Background:
See attached memo.

Justification for Proprietary/Sole Source:
See attached memo.

Cost:
N-T-E: $99,999.00

Richard Mosback, Division Director

James White, CFO

John T. Hanson, CEO-DRPA/ President-PATCO
TO: John T. Hanson, CEO  
James White, CFO

FROM: Maria Wing, Deputy CEO  
Richard Mosback, Director, Procurement

SUBJECT: SOLE SOURCE JUSTIFICATION TEMPORARY SERVICES - FINANCE AND ACCOUNTING SAP SME

DATE: April 11, 2019

In February 2018, Authority staff recommended and the Board approved negotiating a contract with SAP Public Services, Inc. for an amount not to exceed $25,800,292 for an upgrade of the existing ERP System that serves as the system of record for both the DRPA and PATCO (the “ERP System Upgrade Project”).

Beginning in early 2019, in connection with the ERP System Upgrade Project timeline (the “Timeline”), the Authority commenced and continues work to transition from its current ECC system to SAP’s S4 HANA platform. Additionally, the Authority will implement the Ariba procurement and Success Factors human resource software modules. Pursuant to the Timeline, implementation of Ariba is scheduled to occur in Q2 of 2019, implementation of Success Factors is scheduled to occur in Q4 of 2019, and the cut-over to the S4 HANA platform will occur on or around 1/1/2020.

The Authority’s PMO, in consultation with senior staff, has concluded that the Authority’s personnel will need additional technical support, in the form of accounting and finance SAP subject matter experts (SMEs), to assess and articulate business process design and configuration to assist with implementation, integration, and maintenance reporting. The SMEs would also be tasked with establishing and maintaining good working relationships with upper management, coworkers and staff at all levels.

In anticipation of the need for additional technical support to assist with the ERP System Upgrade Project, the Authority sought to hire SMEs through its standard hiring process beginning in 2018. It was anticipated that the requisite SMEs would be identified and hired by Q1 2019. Unfortunately, the Authority was unsuccessful in its efforts to identify and hire SMEs though its standard hiring process – likely due to the highly technical educational and experience requirements required for the positions.

The DRPA is an Equal Employment Opportunity Employer
From a timing perspective, the Authority’s PMO for the ERP System Upgrade Project, recommends retention of the required SMEs as soon as practicable so as to not delay the overall ERP System Upgrade Project Timeline. Accordingly, the PMO, in consultation with senior staff, has identified a professional staffing firm that specializes in placement of temporary accounting and finance specialists having SAP experience and expertise.

As such, staff requires the sole source retention of professional staffing agency Aston Carter to assist in identifying and hiring an accounting and finance SAP SME. Staff requests a contract term of approximately nine (9) months – through and including December 31, 2019 – unless extended by mutual agreement of the parties concerned, for an amount not to exceed $100,000. Based upon market research, and the results of the Authority’s previous SME hiring attempts, Authority staff believes that Aston Carter is the only viable agency that is capable of providing personnel meeting the necessary financial and accounting requirements and in the time frame required by the ERP System Upgrade Project Timeline.

Aston Carter shall be required to furnish temporary help skills as required by the Authority at a per hour rate of pay to be negotiated by the Authority based on the qualifications of the individual SME(s) selected and their standard rate of pay. Aston Carter will be required to check the criminal and work records and references of prospective temporary help SMEs before referral to the Authority for work. The temporary help SMEs will be employees of Aston Carter and shall work the scheduled hours and perform the duties as required by the Authority.

Under no circumstances will the Authority provide any employee benefits, including but not limited to, health and disability benefits to the temporary help SMEs furnished to the Authority by Aston Carter in connection with this Sole Source justification.