SUMMARY STATEMENT

ITEM NO.: DRPA-19-146

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

COMMITTEE: New Business

COMMITTEE MEETING DATE: N/A

BOARD ACTION DATE: December 11, 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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>N/A</td>
</tr>
<tr>
<td>Source of Funds</td>
<td>See Attached List</td>
</tr>
<tr>
<td>Capital Project #</td>
<td>N/A</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>N/A</td>
</tr>
<tr>
<td>Master Plan Status</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Fund Sources</td>
<td>N/A</td>
</tr>
<tr>
<td>Duration of Contract</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Parties Involved</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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
<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>1</td>
<td>W.B. Mason Co., Inc., Bellmawr, NJ</td>
<td>One (1) Year Contract to Supply Various Office Paper Products to the DRPA &amp; PATCO</td>
<td>$39,964.45</td>
<td>Competitive Formal Bid - invitation for Bid DRPA-20-2019 was publicly advertised and issued to nine (9) prospective bidders. Three (3) bids were received and publicly opened on November 19, 2019.</td>
<td>1. W.B. Mason Co., Inc., Bellmawr, NJ&lt;br&gt;2. Paper Mart Inc., East Hanover, NJ&lt;br&gt;3. CMF Business Supplies, Inc., South Plainfield, NJ</td>
<td>1. $39,964.45&lt;br&gt;2. $44,138.80&lt;br&gt;3. $46,713.02</td>
<td>Revenue Fund</td>
</tr>
<tr>
<td>2</td>
<td>Team Clean Philadelphia, PA</td>
<td>Contract Extension for Custodial Services at all Four Bridge Administration Buildings and Police Dispatch Centers</td>
<td>$99,999.00</td>
<td>Request for Proposal was publicly advertised and issued on June 10, 2016. Five (5) vendors responded with Proposals, and Team Clean was deemed the most qualified bidder. A contract was executed on January 13, 2017, and will expire on January 13, 2020. DRPA has requested Team Clean to continue to perform services specified in the scope of work until the ongoing formal competitive process is complete.</td>
<td>N/A</td>
<td>N/A</td>
<td>Revenue Fund</td>
</tr>
<tr>
<td>3</td>
<td>Assemble Harrisburg, PA</td>
<td>Assemble will provide additional technical support, to review and assess the ERP System Upgrade RePlan, vet and negotiate pricing, and, ultimately, assist in presenting the final ERP System Upgrade RePlan to the DRPA/PATCO Board of Commissioners.</td>
<td>$99,999.00</td>
<td>Sole Source Provider, see attached Sole Source Justification Memo marked as &quot;Exhibit 1&quot;</td>
<td>1. Assemble Harrisburg, PA</td>
<td>1. $99,999.00</td>
<td>General Fund</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: Maria Wing, Division Director/Project Manager: Deputy, CEO

SUBJECT: SOLE SOURCE APPROVAL - Assemble

PURCHASE REQUISITION: __________________________

DATE: Wednesday, December 04, 2019

Background:
See attached justification memo.

Justification for Proprietary/Sole Source:
See attached justification memo.

Cost:
$100,000.00

Maria J. Wing, Division Director

James White, CFO

John T. Hanson, CEO-DRPA/President-PATCO
TO: John T. Hanson, Chief Executive Officer
   James White, Chief Financial Officer
FROM: Maria Wing, Deputy CEO
SUBJECT: SOLE SOURCE JUSTIFICATION SUPPORTIVE PROJECT MANAGEMENT AND OCM SERVICES
DATE: December 4, 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, the DRPA working with SAP established a baseline timeline for the ERP System Upgrade Project timeline (the "Original Timeline"), wherein the Authority commenced and continues work to transition from its current ECC system to SAP’s S4 HANA platform as well as to implement the Ariba procurement and Success Factors human resource software modules. Pursuant to the Original Timeline, implementation of Ariba is scheduled to occur in Q2 of 2019, implementation of Success Factors is scheduled to occur in two parts -- first in Q4 of 2019 and again in Q2 of 2020, and the cut-over to the S4 HANA platform will occur on or around Q3 of 2020.

Due to programmatic issues, SAP has now proposed a complete review of the ERP System Upgrade Project and the Original Timeline. This comprehensive review has created multiple deployment strategies for DRPA consideration each of which have the potential to exponentially increase the overall cost of the ERP System Upgrade Project (the “ERP System Upgrade RePlan”).

The Authority’s PMO, in consultation with senior staff, has concluded that the Authority’s PMO and personnel will need additional technical support, to review and assess the ERP System Upgrade RePlan, vet and negotiate pricing, and, ultimately, assist in presenting the final ERP System Upgrade RePlan to the DRPA/PATCO Board of Commissioners.

From a timing perspective, the Authority’s PMO for the ERP System Upgrade Project, recommends retention of the required technical support 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 consulting firm that specializes in providing project management and organizational change management services as well as staffing and cost estimates and evaluations of ERP System Upgrades – which are key skills sets for a successful DRPA evaluation of the ERP System Upgrade RePlan.
As such, staff requires the sole source retention of the consulting firm Assemble to assist the review, evaluation, negotiation and Board engagement with the ERP System Upgrade RePlan. Staff requests a contract term of approximately twelve (12) months — through and including December 31, 2020 — unless extended by mutual agreement of the parties concerned, for an amount not to exceed $100,000. Based upon market research, Authority staff believes that Assemble is the only viable agency that is capable of providing personnel meeting the necessary requirements and in the time frame required by the ERP System Upgrade Project Timeline.

Assemble shall be required to furnish its consulting services as required by the Authority at a per hour rate of pay to be negotiated by the Authority based on the qualifications of their retained consultants and their standard rate of pay. Assemble will be required to check the criminal and work records and references of prospective consultants before referral to the Authority for work. The consultants will be employees of Assemble 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 consultants furnished to the Authority by Assemble in connection with this Sole Source justification.