

**10689. RESOLUTION 13-22 - AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2013
THROUGH DECEMBER 31, 2013**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/13 THROUGH 12/31/13

VENDOR	SERVICE DESCRIPTION	DETERMINATION	APPROX. ESTIMATED \$
Comcast	Wide area network data circuit for the new Business Continuity Site at the Cape May Terminal	Sole Source	\$32,000
SHI International Corp.	Upgrade of the SevOne network monitoring system	State Contract	\$75,000
Tri-State Roofers	Roof improvements for Building 3, DMB warehouse	Quotes	\$35,000
United States Postal Service	Direct mail piece for the CMLF	Sole Source	\$40,000
University of Delaware	Project Management Certificate Program	Quotes	\$47,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above listed vendors for the described purposes and authorizes payment.

A motion to approve Resolution 13-22 was made by Commissioner Traynor, seconded by Commissioner Murphy, and approved by a roll call vote of 11-0.

Resolution 13-22 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period, January 1, 2013 through December 31, 2013.

Committee: Budget & Finance

Committee and Board Date: June 18, 2013

Purpose of Resolution:

Authorizes the expenditure of \$25,000 or greater with the identified vendors for the calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

Background for the specific purchases:

Wide area network data circuit for the new Business Continuity Site at the Cape May Terminal

The Authority has determined that establishing and maintaining a business continuity (BC) site for the Authority's critical data is essential. The Authority has selected the server room at the Cape May Terminal as the new BC site. To support the requirements of the new BC site, the Authority must enhance its existing data network capabilities by installing an additional wide area network data circuit. Comcast is the only provider that can provide the additional wide area network data circuit at the Cape May Terminal. The Authority currently purchases internet access from Comcast at the Cape May Terminal and plans to have Comcast install the additional wide area network data circuit at a cost of \$17,800 which will cause the Authority's expenditures with Comcast to exceed \$25,000 in 2013.

Upgrade of the SevOne network monitoring system

The DRBA purchased the SevOne Performance Appliance Solution eight years ago to monitor, troubleshoot, and provide performance management capabilities for its networking and computer environment. As the DRBA technology infrastructure has grown substantially during this period, the current system has reached its maximum capacity. In order to monitor and report on new programs

and processes as they are added, the DRBA needs to upgrade the SevOne appliance and add additional capacity. The cost to upgrade the appliance and purchase the additional capacity from SHI International Corp. is \$75,000 pursuant to a State Contract (DE).

Roof improvements for Building 3, DMB warehouse

The DRBA needs to make repairs and improvements to Building 3 at the DMB warehouse. The DRBA solicited and received three (3) quotes from TriState Roofers (“TriState”) (\$35,000), Farrell Roofing, Inc. (\$35,700) and H.K. Griffith (\$38,400). TriState was the lowest bidder and the DRBA plans to have TriState perform the necessary work.

Direct mail piece for the CMLF

The DRBA sends all of its regular mail via the United States Postal Service (“USPS”). The DRBA plans to do a direct mail campaign for the CMLF estimated to cost \$23,000 which will cause the DRBA’s annual expenditures with the USPS to exceed \$25,000 in 2013.

Project Management Certificate Program

DRBA’s operating and capital budgets are highly influenced by the projects and programs that the DRBA identifies and implements. For successful completion of these projects and programs, the DRBA has identified the project management skill set as a core competency in which we do not have the breadth and depth within our existing workforce. To cultivate the breadth and depth within our organization, our plans are to attain this knowledge and experience through development of our existing employees and by hiring new employees who have demonstrated experience in project management. In DRBA’s recent management recruitment processes (Engineering Manager, Chief Engineer, Sr. Maintenance Manager, Asst. Director of Maintenance, Director of Maintenance, etc.), project management skills were one of the major competencies we were seeking.

HR (Education and Development) has solicited information and quotes from three (3) organizations that provide instructor-led training (University of Delaware, Delaware State University and the American Management Association) and determined that the University of Delaware offers the most suitable project management curriculum to assist the DRBA in developing this core competency with our current employees. For 2013, we have identified a Project Manager/Leader curriculum and a Project Sponsor curriculum. Plans are to identify twenty-four (24) employees who regularly manage/lead projects to participate in the Project Manager/Leader Development Program (12 per session – one session held March-May and the second session to be held in Sept-Nov). In June, we plan to have the Sr. Leadership and Division Managers participate in the Project Sponsor Executive Development Program. The next project

management skill set development opportunity will be for employees who are on project teams as team members.

Background for Determination category:

Quotes: Quotes items are purchases that are anticipated to be between \$25,000 and \$49,999 for the year for which the Authority has solicited written quotes. Resolution 98-31 (paragraph 4) provides that purchases “more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less...”

Sole Source: Sole source items are goods and services that the Authority requires that cannot be provided by another source. Resolution 98-31 (paragraph 2, subsection f) provides that “ [a] contract may be awarded without competition if the General Manager or Director of Operations of an Authority facility, or Police Administrator, prior to procurement, determines in writing that there is only 1 source for the required contract”.

State Contracts: Resolution 98-31, as amended by Resolution 11-36 (paragraph 2, subsection a) provides that “[t]his [competitive bidding] provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.