

COMMISSIONERS

Personal Services Contract Briefing

DATE: Friday, February 2, 2024
TO: Port of Tacoma Commissioners
FROM: Kevin Carpenter, Sr. IT Project Manager
Mark Miller, Director Information Services
Sharon Rothwell, Director Contracts & Purchasing
Erin Galeno, Chief Financial & Administration Officer
Cc: Eric Johnson, Executive Director
SUBJECT NextGen Maximo Integration
PSA 071658 JFC & Associates Amendment 02-Increase funding and additional scope of work.

BACKGROUND

On September 7, 2023, the commission approved \$2.85 million to implement the NextGen Finance and Procurement Project, of which \$350,000.00 was allocated for integrations and modifications to existing Port systems. The NextGen Project is currently on schedule and within budget. The actions requested below fall within the already approved NextGen Project budget; no additional project funds are being sought.

Services to develop NextGen project integrations are being provided by multiple vendors with expertise in specific Port systems, including by JFC & Associates for the Port's Maximo application. JFC & Associates were selected, and PSA 071658 issued, through a competitively bid RFP in 2022. Available funds on PSA 071658 are insufficient to allow JFC & Associates to complete the NextGen project integration work, and additional funds of \$130,000.00 are to be added to PSA 071658 to allow the completion of this work.

ACTIONS REQUESTED

PSA 071658 In accordance with Resolution No. 2023-03-PT, Section IV.E.4, staff is informing the Commissioners of the Port of its intent to increase the JFC contract funding over 50% of original amount, by adding **\$130,000.00** and adding additional scope of work for the NextGen Finance and Procurement Project.

COST SUMMARY

Original Contract Amount	\$200,000.00
Previously Authorized Amendment No. 01	\$177,162.00
This Amendment No. 02	\$130,000.00
Total Revised Contract Amount	\$507,162.00

SYNOPSIS

This contract amendment is in support of the Strategic Initiative Organizational Success (OS-1). This does not increase NextGen Project spending, rather it enables the budgeted project engagements.

ADMINISTRATION

Per RCW 53.19.040, this memorandum will be filed 2/2/2024 with the Commission and made available for public inspection on the Port of Tacoma public website prior to the proposed start date of contract 2/9/2024.