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**FINANCE & BUDGET COMMITTEE
JUNE 17, 2009**

**SUBJECT: RATIFICATION OF EXPENDITURES UNDER PURCHASE ORDER
DR06608 FOR CUSTOM SOFTWARE IMPLEMENTATION SERVICES**

**ACTION: RATIFY EXPENDITURES FOR CUSTOM IMPLEMENTATION AND
CONFIGURATION SERVICES**

RECOMMENDATION

Authorize the Chief Executive Officer to ratify expenditures for custom implementation and configuration services under Purchase Order No. DR06608 with Computer Business Programs in the amount of \$3,077.

RATIONALE

In the course of processing several additive and deductive changes to the subject Purchase Order for IT support services the designated Contract Administrator exceeded his delegated contracting authority by \$3,077.

BACKGROUND

Purchase Order ("PO") No. DR06608 for IT support services associated with the custom implementation and configuration of various Oracle applications, including the Metro budget and financial systems upgrade, was awarded to Computer Business Programs ("CBP") in an amount of \$64,350. Under the PO, Metro retained the services of a single CBP Database Administrator/Developer at a rate of \$117/hr. for labor hours associated with specified database administration and application programming support.

During the course of CBP's performance, and at the Metro Project Manager's request, the Contract Administrator authorized a series of additive and deductive contract modifications under his delegated change authority, in order to facilitate completion of various project deliverables and unanticipated tasks. Though the project was completed successfully, the Contract Administrator miscalculated the total value of the aforementioned contract modifications, which resulted in a total aggregated PO value that was greater than his maximum delegated change authority of \$100,000.

In short, execution of Modification No. 3 resulted in a total contract value of \$167,427, exceeding the \$164,350 price ceiling and the Contract Administrator's delegated contracting authority by \$3,077.

FINANCIAL IMPACT

The funding of \$3,077 for the additional service is included in the FY09 budget in cost center number 9230, Systems Architecture and Technology Integration, Project Number 100030, Administration- Bus Operations. In FY08, \$38,727 were expended in this category.

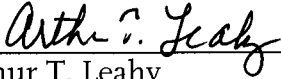
ATTACHMENTS

None

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