



## MEMORANDUM

**To:** CMAP Board

**From:** Stephane Phifer  
Interim Deputy, Finance and Administration

**Date:** March 1, 2024

**Subject:** Authorization to amend contract C-21-0044 with Berry Dunn McNeil & Parker, LLC for consulting services for an amount of \$59,125, resulting in a total not-to-exceed amount of \$458,500

**Action Requested:** Approval

---

---

On April 27, 2021, the Chicago Metropolitan Agency for Planning (CMAP) entered into contract C-21-0044 with Berry Dunn McNeil & Parker, LLC to perform the services set forth in the CMAP Request for Proposal (RFP) 238 Consulting Services for an Enterprise Resource Planning (ERP) System Assessment, Selection, and Implementation (Phase 1), dated August 26, 2020, in accordance with the proposal and contract proposal received on October 9, 2020. The initial total not-to-exceed cost was \$50,310.

On September 20, 2021, an amendment was made to Contract C-21-0044, whereby the total cost was increased by \$67,656, resulting in a revised not-to-exceed amount of \$117,966 to add Phase 2B: Vendor Evaluation and Selection to the scope of work.

On September 20, 2022, an amendment was made to Contract C-21-0044 to increase the total cost by \$281,352 resulting in a revised not-to-exceed amount of \$399,318 to add Phase 4B: All Other Project Management Activities.

The Chicago Metropolitan Agency for Planning (CMAP) is transitioning to a new Enterprise Resource Planning (ERP) System to manage all financial and project management functions. The project was initially planned to be implemented in two phases, with the first phase going live on July 1, 2023. This was subsequently changed to March 4, 2024 and then further extended to July 1, 2024.

Authorization is being requested to amend the contract with Berry Dunn McNeil & Parker, LLC by \$59,125, being the blended professional services rate of \$215/hour for an additional 275 hours to facilitate further project management oversight services due to the timeline extensions of the Go-Live dates for each of the phases of the ERP implementation. This authorization is for a total

not-to-exceed amount, rounded to the nearest hundred dollars of \$458,500. Support for this amendment will be provided by UWP grant funds.