



Financial Services Audit Committee Communication

Date: March 27, 2020

To: Great Lakes Water Authority Audit Committee

From: Jon Wheatley, Public Finance Manager

Re: Proposed Change Order 3 – GLWA CS-010 Water Residential Assistance Program

Background: The current contract with Wayne Metropolitan Communication Action Agency (GLWA CS-010) expires on June 30, 2020.

Analysis: It is recommended that the contract with Wayne Metropolitan Communication Action Agency be extended for six months to provide time for stakeholder input into program design before issuing a request for proposal for these services in accordance with the Great Lakes Water Authority (GLWA) procurement policy. The recommended contract extension (Change Order 3) would be for six months in the amount of \$276,550.00, for a total cost not-to-exceed \$2,532,450.00, and a time extension of six months for a total contract duration of fifty-nine months.

Attached is a draft Great Lakes Water Authority (“GLWA”) Board letter. Typically, this matter would be brought to the Board at their meeting on April 22, 2020. Given the COVID-19 impact on meetings scheduled, it is recommended that the Chief Executive Officer (CEO) proceed with executing this change order in accordance with Resolution 2020-114 adopted on March 20, 2020 regarding “Delegation of Additional Authority to CEO During COVID-19 Emergency”. This will also allow staff to begin the change order and then focus on the stakeholder engagement work plan.

Proposed Action: The Audit Committee recommends that the CEO executes Change Order 3 of Contract No. GLWA CS-010, “Water Residential Assistance Program (WRAP)” with Wayne Metropolitan Communication Action Agency, at a cost increase of \$276,550.00, for a total cost not-to-exceed \$2,532,450.00, and a time extension of six months for a total contract duration of fifty-nine months. Said action to be reported to the Great Lakes Water Authority Board at their next regular meeting. Said action is consistent with Resolution 2020-114 adopted on March 20, 2020 regarding “Delegation of Additional Authority to CEO During COVID-19 Emergency”.