

**AMENDMENT NUMBER 1**

**2019-03-M**

**IT CONSULTANT**

THIS AMENDMENT (“Amendment”) is entered into as of 9/27/2019 (the “Effective Date”), by and between the **METROPOLITAN PIER AND EXPOSITION AUTHORITY**, a political subdivision of the State of Illinois, unit of local government, body politic and municipal corporation (the “Authority” or “MPEA”) and SDI PRESENCE LLC, a Delaware limited liability company (“Consultant” or “SDI”).

**RECITALS**

**WHEREAS**, on June 6, 2019, the Authority and SDI entered into an Agreement (the “Agreement”) pursuant to which, SDI would provide services to the Authority; and

**WHEREAS**, the Board of the Authority approved an amendment to the Agreement at its September 24, 2019 meeting; and

**WHEREAS**, the parties wish to amend the Agreement in accordance with Section 12 of the Agreement, “Additional Services” as hereinafter set forth; and

**WHEREAS**, unless otherwise defined herein, all capitalized terms used without definition in this Amendment shall have the meanings set forth in the Agreement.

**NOW, THEREFORE**, the parties hereto hereby agree as follows:

**1. Recitals.** The foregoing recitals shall constitute an integral part of this Amendment, and this Amendment shall be construed in consideration thereof.

**2. Scope and Compensation.** The additional scope of services and additional compensation of \$110,456.00 are detailed in the attached “Change Order Assessment Form” from SDI dated September 6, 2019.

**3. Ratification.** SDI and the Authority ratify and confirm the continued force and effect of the Contract, as modified by this Amendment. SDI and the Authority agree that all terms and provisions of the Contract shall be and remain in full force and effect as therein written, except as otherwise expressly provided therein.

**4. Binding Effect.** This Amendment shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

**5. Effective Date.** This Amendment shall be in full force and effect as a binding obligation of the parties from and after the date of this Amendment.

**IN WITNESS WHEREOF**, the Authority and ARS have executed this Amendment as of the day and year first above set forth.

**METROPOLITAN PIER AND EXPOSITION AUTHORITY**

By: Lori T. Healey  
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Lori T. Healey  
Its CEO

**SDI PRESENCE, LLC**

By: David A. Gupta  
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David Gupta  
Its CEO

MPEA

Contract Change Order



# Change Order Assessment Form

**SECTION A: REQUEST DESCRIPTION: Separate and expand MPEA network**

**Request Date:**

**9/6/2019**

**Form #: 001**

**Requestor:**

**Metropolitan Pier and Exposition Authority**

**Change Summary**

In the RFP titled METROPOLITAN PIER AND EXPOSITION AUTHORITY IT CONSULTANT 2019-03-M, MPEA requested an assessment of the existing Corporate IT environment and transition to a new location. During the assessment phase it was discovered that data and users are intermixed between 2 domains; mpea.com (to be separated) and mccormickplace.com that will remain at the old location. Additionally, mpea.com and mccormickplace.com are in a shared Office 365 environment within the Microsoft Azure cloud and must also be separated. MPEA and SDI jointly decided to separate these efforts into Phases as follows.

Phase 1 - Extend the existing network to the new location on ABC5 and move 38 users (Complete).

Phase 2 - Separate MPEA Corporate users to their own network.

Phase 3a - After the network is separated approximately 40 "Trade" users must be migrated from the mccormickplace.com domain to the mpea.com domain.

Phase 3b - Migration of an estimated 65 mpea.com "Trade" users and their desktops to the new mpea.com network.

Phase 4 - Approximately 74 new users will receive email accounts for the first time.

This will bring the total number of users to be supported to approximately 220 and the approximate number of desktop computers to 100.

Additional hours will be needed to identify all the users and data resources to be moved and separated in order to configure the new separate environment without disruption of access to business data for either mccormickplace.com or mpea.com.

**Change Detail**

Below are new high-level tasks that will need to be completed but were not called for in the original RFP. Tasks that were included in SDI's original proposal are noted here only to show the complete workflow. Additional hours will not be charged for the tasks marked "Original."

1. Identify users in the mpea.com domain that are not moving (New)
2. Manage SMG to have them move these users' access and email accounts to mccormickplace.com (New)
3. Identify users and data in the mccormickplace.com domain that must move to mpea.com (New)
4. Identify data that must retain shared access between mpea.com and mccormickplace.com (New)
5. Review file transfer methods for outside contractors: FTP, Dropbox, etc. (New)
6. Design and deliver specification documents for new servers (on-premise or Azure) (Original)
7. Configuration of the new MPEA Active Directory Domain Controller environment (Original)
  - a. Define employee groups
  - b. Test access
8. Specify new Azure/Office 365 components or licenses (New)
9. Configure separated Azure/Office 365 components (New)
10. Initial copy of data to new environment (Original)
11. Migrate MPEA to new Office 365 environment (New)
12. Synchronize MPEA and Office 365 user accounts
13. Configure new instance of SharePoint as the new shared file solution between mpea.com and mccormickplace.com (New)
14. Copy shared data from SMG network to SharePoint. Configure new user access. Provide user instruction. (New)
15. Separate mpea.com domain from SMG, locally and in Office 365 (New)
16. Final data copy for archive (Original)
17. Physical separation of the networks (Original)
18. Rollout new network security monitoring (Original)

**Additional Items:**

1. The number of users to be supported has increased five-fold to approximately 220. The number of PCs to be support will grow from 41 to approximately 100. Further growth is expected.
2. This expansion of the user base will require an increase in support resources over a wider geography. SDI recommends converting the part-time help desk resource to a full-time Level 2 resource onsite.
3. Nearly 100 desktop computers spread out over the McCormick Place campus will require Microsoft's SCCM software distribution platform to manage the rollout Microsoft Outlook, future software installations and updates to Windows OS and Windows Defender.
4. A new SharePoint instance will need to be created for MPEA. Existing SharePoint data must be moved. Policies will be created and implemented for shared folders and outside access. SDI will collaborate with MPEA to configure basic functionality, then MPEA will take over administrative duties. See the following section for SharePoint Deliverables.
5. In the RFP, MPEA requested an assessment of the existing environment and recommendations for improved desktop/endpoint security. SDI will be providing 24x7 network security monitoring as part of our support services. SDI recommends additional endpoint security monitoring and incident response. This additional service bundle will cover MPEA's desktops and the new servers for up to 101 endpoints.
6. As stated above, SDI will be providing 24x7 network security monitoring as part of our ongoing support services.

\*Note: The Managed End Point Security service and the Network Security Monitoring service will be registered to MPEA with SDI as MPEA's authorized administrator. Should MPEA change the authorized administrator, the service will still continue until the termination date of that service agreement, much like the Microsoft contract. MPEA may assign a new administrator or take over administration inhouse by simply submitting a form.



## Statement of Work

### ***Network Analysis and Separation***

SDI will analyze the data resources to be moved and separated and the required configuration of the new environment without disruption of access to business data for either mccormickplace.com or mpea.com. SDI will analyze and design a solution for MPEA Trade users to continue to use ~30 printers and scanners that are managed by SMG.

#### High-Level Deliverables:

- User/Data/Device inventory report (current state)
- User/Data/Device inventory report (after migration)
- Design printing solution for Trade users
- Oversight of migration of email mailboxes for users moving from mccormickplace.com to mpea.com
- Continue migration of existing shared folders to new SharePoint instance

### ***SharePoint Administration***

SDI will price for a block of 80 hours toward recreating basic SharePoint functionality in the new environment. SDI will create the framework to import data from shared folders, create policies and templates for MPEA to continue the data migration, for MPEA to take over SharePoint administration and for MPEA to expand SharePoint usage.

#### Deliverables:

- New installation following Microsoft's best practices
- Per MPEA policy assign admin, edit, read-only permissions
- Create (3) reuseable subsite templates
- Identify and migrate folders shared with the Trades
- Test different file types in (3) user scenarios
- Create policy/procedure to allow outside user access to shared folders in SharePoint
- Conduct 1 all-hands user training session
- Prepare handoff documentation

### ***SCCM implementation and administration***

SDI will implement one New SCCM instance per Microsoft's best practices. Other activities include:

- Redirect MPEA desktops to new MPEA SCCM server
- Run Discovery and verify discovered devices are accurate
- Create software update policy and schedule
- Conduct one mass update of OS and Windows Defender

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Ongoing updates and application installations will be billed against existing support hours.

***Endpoint Security***

24x7 endpoint security monitoring and management for 101 desktops and servers - 1 year.





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<b>SECTION B: COST ESTIMATE</b>		
<b>Services</b>	<b>Description</b>	<b>Cost</b>
<b>Network Analysis and Separation</b>	Resources: Sr. Microsoft Systems Engineer - John Gair (10 weeks) Sr. Delivery Executive - Shanna Rahming (8 hours per week)	\$61,000
<b>SharePoint Administration</b>	Resources: Sr. Solutions Architect - Tim Portokalis (pool of 80 hours)	\$16,000
<b>SCCM Implementation and Administration</b>	Resources: Systems Architect TBD - (20 hours) Sr. Microsoft Systems Engineer - TBD (3.5 weeks)  Ongoing updates and application installations will be billed against existing support hours.	\$20,000
<b>Endpoint Security</b>	24x7 endpoint security monitoring and management for 101 desktops and servers - 1 year	\$13,456
<b>Total Estimated Cost Outside of Scope:</b>	<b>\$110,456</b>	<b>Estimated Revised Completion Date: 11/2019</b>