6) Information required for all SAP ERs:

a. The following information must be addressed in the “Detailed description of need” section of every SAP ER submitted in order for PIF to review.

b. If all of the Following information is not included, PIF will reject the request.

i. Explain the services proposed in the request, their benefit to the Bank, and how you arrived at the requested dollar value.

**Perficient will be supporting the overall CART Program Management Office and helping facilitate the execution of the program across all 9 workstreams. CART is a critical transformation program for the Firm and the program office role is driving the execution thus ensuring we deliver on all of our commitments to stakeholders and external regulators. The requested dollar value is driven from the team size that is required to address all of the challenges within the program office for the next 6 months. Perficient has a rate card with Santander that has been negotiated by Aquanima.**

ii. If the proposed request is not for full year spend, what is the period that the funds will cover? iii. Was this activity performed last year?

**The spend will cover 8/03/2015- January 31, 2016**

1. If this activity was performed last year, indicate the approved SAP ER number and dollar value?

**Not performed last year**

b. If there is any deviation from normal spend, please explain what is driving the increase or decrease.

iv. Does this request pertain to a previous request?

**No**

a. Current year previous request

i. Give a detailed history of the evolution of the requests and any that relate to it. If for whatever reason previous requests were deleted rejected, or abandoned, provide the SAP ER numbers and an explanation. **No previous requests**

b. Previous year request **N/A**

i. If the project funding began last year, how much was accrued to current year? **N/A**

v. What is the proposed engagement start and end date?. **08/03/2015**

vi. Was this request budgeted for or is it unexpected? vii. If this request pertains to an outstanding MRA, provide the number. **Budgeted as part of CART Program**

viii. Who will be the presenter of this request (if needed) for PIF? (This person needs to be fully capable of explaining and justifying the expense.) **Steve Comer**

ix. Are taxes and all other variable expenses (travel, shipping etc.) included in the ER if applicable? **Yes**

x. If the expense is part of a larger project, or a pilot, what is the current-year and next-year spend of the project? **N/A**

xi. If it is SHUSA, what cost center should be used for the expense?

xii. If proposed type is 3 (Existing Service Renewal) **N/A**

a. Attach the contract that needs to be renewed. **N/A**

b. When does the current contract expire? **N/A**

xiii. If proposed type is 4 (Fund Existing Aquanima Negotiated Contract)

a. Attach the Aquanima negotiated contract that is being funded

b. Indicate the negotiation ID number provided by Aquanima during the negotiation process. (To obtain Negotiation ID numbers please contact the Aquanima Analyst who negotiated the contract, or ERP.US@aquanima.com)

c. Contracts can be obtained by emailing Contracts@santander.us

xiv. If proposed type is 5A (Affiliate Spend) **N/A**

a. Attach the proposed / signed annex b. If the proposed annex is a multi-year contract, signed in a previous year, attach the TWA approval memo.

xv. If proposed type is 5F3 (Strategic Direct Award) **N/A**

a. Give full justification of why this expense is not able to be negotiated via the required Corporate Procurement Model.

b. Who is the person responsible for the engagement? **Steve Comer**

c. Who is the EMC sponsor? **Chris Sulpizio**

d. Who is the proposed Vendor? **Perficient**

e. What are the specific deliverables?

f. Is this an extension of current engagement, or a new engagement? **New Engagement**

xvi. If proposed type is 5G (Non-Compliance)

a. Have you already received any invoices pertaining to this request? ( If yes, attach the invoice)

b. Has the vendor started service without a signed contract?