

Metropolitan Water Reclamation District of Greater Chicago

Protecting Our Water Environment

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Title: Issue purchase order and enter into an agreement with Kofax, Inc. for Readsoft Process Director Software Maintenance and Support Renewal, in an amount not to exceed \$93,076.51, Account 101-27000-612820, Requisition 1527995

[History \(1\)](#)[Text](#)**TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 19, 2019****COMMITTEE ON PROCUREMENT**

Mr. Brian A. Perkovich, Executive Director

Title

Issue purchase order and enter into an agreement with Kofax, Inc. for Readsoft Process Director Software Maintenance and Support Renewal, in an amount not to exceed \$93,076.51, Account 101-27000-612820, Requisition 1527995

Body

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Kofax, Inc. for Readsoft Process Director software maintenance and support renewal for a three-year period. This purchase order will expire on November 30, 2022.

The Readsoft Process Director software is used by the District to automate invoice capture and integrated transfer of documents into SAP.

Kofax, Inc., the sole service provider of Readsoft software and technical support services, has submitted prices for the software maintenance and support renewal required. Inasmuch as Kofax, Inc. is the only source of supply for the maintenance and support renewal required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

Kofax, Inc. is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable to this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Appendix A and Appendix V are not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Kofax, Inc. for a three-year period, in an amount not to exceed \$93,076.51.

Funds for the 2019 expenditure, in the amount of \$30,090.43, are available in Account 101-27000-612820. The estimated expenditure for 2020 is \$30,993.14, and 2021 is \$31,992.94. Funds for the 2020 and 2021 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, John Sudduth, Director of Information Technology, JS:SK:BVS:vn

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for September 19, 2019