



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order and enter into an agreement for Contract 17-RFP-41 IT Project Management and Business Analysis Consulting, with The William Everett Group in an amount not to exceed \$80,000.00, Account 101-27000-612430, Requisition 1475900

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Attachments:

Date	Ver.	Action By	Action	Result
3/15/2018	1	Board of Commissioners	Approved	Pass
3/15/2018	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 15, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-41 IT Project Management and Business Analysis Consulting, with The William Everett Group in an amount not to exceed \$80,000.00, Account 101-27000-612430, Requisition 1475900

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Mind Your Manners, Limited d/b/a The William Everett Group ("The William Everett Group"), for IT Project Management and Business Analysis Consulting.

The purpose of this contract is to provide on-demand Information Technology Project Management and Business Analysis expertise and capacity. Additional capacity is required given the anticipated Information Technology project portfolio in 2018.

On November 15, 2017, Request for Proposal 17-RFP-41 IT Project Management and Business Analysis Consulting was publicly advertised. Five hundred ten (510) firms were notified and sixty-eight (68) firms requested proposal documents. On December 15, 2017, the District received five (5) proposals from Ameex Technologies Corporation, Crowe Horwath LLP, The William Everett Group, Inflection Point Solutions, LLC and Bourntec Solutions Inc.

The proposal was evaluated by staff from Procurement and Materials Management, Information Technology, and General Administration based on the following criteria: understanding of the project, proposed methods of performing the work, and technical competence. The proposals of the following firms were deemed acceptable by the evaluation committee: Crowe Horwath LLP, The William Everett Group, Inflection Point Solutions, LLC

and Bourntec Solutions Inc. After the completion of interviews with the evaluation committee, the following firms were requested to provide best and final offers: Crowe Horwath LLP, The William Everett Group, Inflection Point Solutions, LLC and Bourntec Solutions Inc. The best and final offers were due to the Director of Procurement and Materials Management by February 9, 2018.

Based on evaluations of the proposals, interviews and the best and final offers, it is recommended that a purchase order be awarded to The William Everett Group. The William Everett Group's responses through all phases of evaluation demonstrated an understanding of the goals and requirements of the project, as well as a feasible and cost-effective approach to providing appropriately skilled locally-based personnel upon demand. The William Everett Group offers expertise in Information Technology project management, business requirements gathering and analysis, and organizational change management critical to the delivery of the RFP scope.

The William Everett Group is a management and information technology consulting firm based in downtown Chicago. Their staff has certifications in Project Management, Business Analysis and Change Management and have expertise in highly relevant projects in government settings. The William Everett Group is registered to do business in the State of Illinois.

As proposed the anticipated start date of the contract is April 9, 2018 with an end date of December 31, 2018.

Inasmuch as the firm of The William Everett Group possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$80,000.00.

Funds are available in Account 101-27000-612430.

Requested, John H. Sudduth, Director of Information Technology, JHS:SW:sw
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 March 15, 2018