



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 16-RFP-29, Specialized Audit Services for Professional Legal and Engineering Consultant Contracts, with Baker Tilly Virchow Krause, LLP, in an amount not to exceed \$23,840.00, Account 101-40000-612430, Requisition 1436941.

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Date	Ver.	Action By	Action	Result
1/19/2017	1	Board of Commissioners	Approved	Pass
1/19/2017	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 19, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 16-RFP-29, Specialized Audit Services for Professional Legal and Engineering Consultant Contracts, with Baker Tilly Virchow Krause, LLP, in an amount not to exceed \$23,840.00, Account 101-40000-612430, Requisition 1436941.

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Baker Tilly Virchow Krause, LLP for Specialized Audit Services for Professional Legal and Engineering Consultant Contracts. This contract is expected to be completed by May 31, 2017.

The purpose of this request is to engage a firm to conduct a thorough review of the selection and awarding of professional legal services and engineering consultant contracts and related affirmative action compliance. This audit will consist of reviewing the current process and evaluating current policies and procedures for compliance, and recommending ways to streamline the process and identify potential efficiencies. Current policies and procedures should be compared to best practices to identify recommendations for improvement.

On October 26, 2016, the Request for Proposal 16-RFP-29, Specialized Audit Services for Professional Legal and Engineering Consultant Contracts was advertised. Eighty-five firms were notified and seventeen firms requested proposal documents. On November 18, 2016, two responsive proposals were received from Baker Tilly Virchow Krause, LLP and McGovern & Greene LLP.

An evaluation committee consisting of staff from Engineering, Finance, and Procurement and Materials Management evaluated the proposal for the technical sufficiency based on evaluation criteria detailed in the Request for Proposal. An interview was then held with each responsive proposer and the Best and Final Offer was

requested from each firm.

Based on the evaluation of the proposal using the criteria described above and the Best and Final Offer, it is recommended that the contract be awarded to Baker Tilly Virchow Krause, LLP. The professional qualifications, approach to the audit project, and consultant team demonstrated a clear understanding of the services being requested.

The Affirmative Action Section has reviewed the Agreement and has concluded that Affirmative Action participation is not required because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

Inasmuch as the firm of Baker Tilly Virchow Krause, LLP 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 \$23,840.00.

Funds are available in Account 101-40000-612430.

Requested, Jacqueline Torres, Clerk/Director of Finance JT:EWH:ts

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 January 19, 2017