



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 4, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 14-RFP-04 (RE-BID) Consulting Services for Office 365 Migration, with VIRE Technologies, LLC, in an amount not to exceed \$277,300.00, Account 201-50000-601170, Requisition 1367615

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with VIRE Technologies, LLC to provide Consulting Services for Office 365 Migration.

The purpose of this contract is to obtain consulting services to assist in the development of a strategy and implement the migration of the District's locally hosted email to Microsoft Office 365.

On May 7, 2014, Request for Proposal 14-RFP-04 (RE-BID) Consulting Services for Office 365 Migration was advertised. Four hundred and nine (409) firms were notified, and thirty nine (39) firms requested proposal documents. The District received seven (7) proposals June 6, 2014, from the vendors: AT&T, Catalyst Consulting Group, Inc., IYKA Enterprise, Inc., Netrix, LLC, PC Specialist Inc. (d/b/a Technology Intergration Group (TIG)), Sigma Solutions, and VIRE Technologies, LLC.

Six District employees, five members of the Information Technology Department, and one member of the Procurement and Materials Management Department reviewed each proposal. Proposals were evaluated based on criteria such as: understanding of the project, approach to work, experience completing projects of similar scope and technical competence, and cost.

Based on the evaluation, four (4) Proposers were scheduled to do a presentation and respond to questions from District staff. The Proposers were then afforded the opportunity to submit an unqualified Best and Final Offer to the Director of Procurement and Materials Management.

Based on the vendor presentations and responses, VIRE Technologies, LLC was selected based on the approach to work and cost. VIRE Technologies, LLC has relevant experience in providing consulting services for Office 365 Migrations.

The agreement will begin October 1, 2014 with an anticipated completion date of March 31, 2015.

The Affirmative Action Section has reviewed the agreement and has concluded that VIRE Technologies, LLC is in accordance with the District's Affirmative Action Policy.

The effort to migrate archived email to Microsoft's Office 365 was initially underestimated. This archive is critically important for our Law Department for their use of eDiscovery.

Inasmuch as the firm of VIRE Technologies, LLC possesses the required 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 \$277,300.00.

Funds for the 2014 expenditure, in the amount of \$92,445.00, are available in Account 201-50000-601170. The estimated expenditure for 2015 is \$184,855.00. Funds for the 2015 expenditure are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Ellen Barry, Acting Director of Information Technology, EB:RP

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 4, 2014