



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1271, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 6, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order with Workforce Software, LLC, for Contract 12-RFP-04, for Human Resources Information System Including Payroll and Time Management, for Solution 1, Time and Attendance, in an amount of \$15,000.00 from an amount of \$779,875.00, to an amount not to exceed \$794,875.00 Accounts 101-27000-612820, 201-50000-601170, and 201-50000-623810, Purchase Order 3079544

Dear Sir:

On May 2, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 12-RFP-04, for Human Resources Information System Including Payroll and Time Management, for Solution 1, Time and Attendance with Workforce Software, LLC, in an amount not to exceed \$753,140.00. This contract expires on December 31, 2018.

As of October 15, 2014, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$41,735.00 from the original amount awarded of \$753,140.00. The current contract value is \$794,875.00. The prior approved change orders reflect a 5.5 percent increase to the original contract value.

An increase is being requested at this time for additional software configuration work that was not previously identified in the Statement of Work (SOW). The expanded requirements include modifications to accrual calculations, additional transaction policy calculations, additional exception messages that provide system notification to users, and additional report configuration.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed, and is in the best interest of the District.

In view of the foregoing, it is recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase the purchase order in an amount of \$15,000.00 (1.89 percent of the current contract value) from an amount of \$779,875.00 to an amount not to exceed \$794,875.00.

Funds will be available in Account 201-50000-601170, upon approval of a funds transfer at this Board Meeting.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:ra

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 November 6, 2014

Attachment