



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1347, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 20, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 15-RFP-02 State Legislative Liaison Consulting Services, with Kevin J. Fitzpatrick in an amount not to exceed \$102,000.00, Account 101-15000-601170, Requisition 1388009

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Kevin J. Fitzpatrick.

This Request for Proposal is for services of a legislative consultant to serve as the District's legislative liaison and work with staff to develop and present the District's annual state legislative program.

Contract 15-RFP-02 was advertised on July 30, 2014. Eighty-one (81) firms were notified, with twelve (12) requesting proposals. One (1) bid proposal was received on August 29, 2014 from Kevin J. Fitzpatrick.

The sole proposal was reviewed and evaluated by a panel consisting of one (1) representative from General Administration, one (1) representative from the Law Department, and one (1) representative from the Department of Procurement & Materials Management. The proposal was rated on understanding and approach to the scope of work, consultant technical qualifications, and cost of services.

Mr. Fitzpatrick's knowledge of the District's needs, goals, and objectives, and his experience with the legislative process of the Illinois General Assembly make him the best choice for the District. In addition, the District is the only client Mr. Fitzpatrick will represent for this type of service.

The agreement will begin on January 1, 2015 and continue through December 31, 2015. There is an option to extend the services for two (2) additional one-year periods using the same monthly fees stated in the best and final offer. The monthly rate must remain fixed during the contract period. The option to extend is at the sole discretion of the District and will be approved by the Board of Commissioners.

Inasmuch as Kevin J. Fitzpatrick 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 \$102,000.00.

Funds are being requested in 2015 in Account 101-15000-601170 and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:SL:WG
Recommended, Darlene A. LoCascio, Director of Procurement & 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 20, 2014