



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 14-1348, **Version:** 1

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### **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-01, Perform Federal Legislative Consulting Services, with Carmen Group, Inc., in an amount not to exceed \$417,600.00, Account 101-15000-601170, Requisition 1388008

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Carmen Group, Inc.

This request for proposal is to retain the services of a legislative consulting firm in order to pursue federal funding for District programs and develop strategies to achieve objective in relation to Federal regulations that may impact the District.

Contract 15-RFP-01 was advertised on June 18, 2014. Seventy-eight (78) firms were notified, with twenty-one (21) requesting proposals. Four (4) bid proposals were received on July 25, 2014 from Carmen Group, Inc., Holland & Knight LLP, Keller McIntyre & Associates, and MBA Project Solutions Corporation.

The four (4) proposals were 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. Each department provided one (1) review for each firm.

The proposals were reviewed on the criteria stated in the RFP, such as understanding and approach to the scope of work, consultant technical qualifications, cost of services, financial stability, affirmative action participation, and insurance requirements. Following the panel's evaluation, two (2) firms were selected to give a presentation, respond to questions, and provide their best and final offer on cost to the District.

Based on the technical proposals and the interviews, Carmen Group, Inc. (Carmen Group) is ranked higher than the other proposers. Carmen Group's knowledge of the District's needs, goals and objectives, and their experience with the legislative process on a federal level, qualifies them as the most appropriate choice for the District. Furthermore, only Carmen Group submitted a best and final offer on cost to the District.

The District's goals for this request for proposal are twenty (20) percent Minority Business Enterprise (MBE), ten (10) percent Women Business Enterprise (WBE), and ten (10) percent Small Business Enterprise (SBE). Carmen Group has offered ten (10) percent WBE participation in Appendix A by utilizing A. LaVelle Consulting Services as a WBE firm. The Diversity Section has reviewed the Appendix A submittal of Carmen Group and has indicated that they have undertaken a good faith effort to meet the requirements of Appendix A.

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 Carmen Group possesses a high degree of professional skill to provide the services required, it is recommended that the Director of Procurement & 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 \$417,600.00.

Carmen Group is not authorized to transact business in Illinois, but is currently active and incorporated in the District of Columbia. The Department of Procurement & Materials Management has received approval from the Executive Director to move forward with the recommendation to award.

Funds are being requested in 2015 in Account 101-15000-601170 and are contingent on the Board of Commissioner's 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 November 20, 2014