



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1397, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 4, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase orders and enter into agreements for Contract 15-RFP-03 State Legislative Consulting Services, with Charles R. Vaughn, in an amount not to exceed \$21,000.00, Ado Leo Rugai, Attorney and Counselor at Law, in an amount not to exceed \$21,000.00, Paul L. Williams & Associates, in an amount not to exceed \$21,000.00, and Miguel A. Santiago Consulting, Inc., in an amount not to exceed \$21,000.00, Account 101-15000-601170, Requisition 1388010

Dear Sir:

Authorization is requested to issue purchase orders and enter into agreements with Charles R. Vaughn, Ado Leo Rugai, Attorney and Counselor at Law, Paul L. Williams & Associates, and Miguel A. Santiago Consulting, Inc.

This request for proposal is for services of state legislative consultants to work with the District's legislative liaison and staff to develop and facilitate the District's annual state legislative program.

Contract 15-RFP-03 was advertised on July 30, 2014. Eighty-one (81) firms were notified, with twelve (12) requesting proposals. Seven (7) proposals were received on August 29, 2014 from Ado Leo Rugai, Attorney and Counselor at Law, Charles R. Vaughn, Cheryl Axley LLC, MBA Project Solutions Corporation, Miguel A. Santiago Consulting, Inc., Paul L. Williams & Associates, and Tristan & Cervantes.

The proposals were reviewed and evaluated by a panel consisting of staff from General Administration, the Law Department, and the Department of Procurement & Materials Management. The proposals and presentations were rated on understanding and approach to the scope of work, consultant technical qualifications, and cost of services. Each department provided one (1) ranking for each firm.

Mr. Charles R. Vaughn's, Mr. Ado Leo Rugai's, Mr. Paul L. Williams', and Mr. Miguel A. Santiago's knowledge of the District's needs, goals, and objectives, and their experience with the legislative process in the Illinois General Assembly, qualifies them as the best suited to provide the requested services to the District.

Further, it should be noted that the District, as a governmental body, has a legitimate public interest in making certain that the expenditure of public funds is done in an efficient and effective manner while also serving the various diverse populations and communities that formulate the District's vast service area.

The agreements will begin upon Board approval and execution of agreements and purchase orders and continue for approximately six (6) months on an as-needed basis. There is an option to extend the services for two (2) additional one-year periods at the same monthly fee. The monthly fee will remain fixed during the entire 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 Mr. Charles R. Vaughn, Mr. Ado Leo Rugai, Mr. Paul L. Williams, and Mr. Miguel A. Santiago possess a high degree of professional skills, it is recommended that the Director of Procurement & Materials Management be authorized to issue purchase orders and enter into agreements per Section 11.4 of the Purchasing Act, in an amount not to exceed \$21,000.00 for each consultant.

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 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 December 4, 2014