



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0667, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 7, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement with ReadSoft Inc., to provide software configuration services relating to a system upgrade, in an amount not to exceed \$60,000.00, Account 201-50000-612430, Requisition 1430442

Dear Sir:

Authorization is requested to issue a purchase order and amend the agreement with ReadSoft Inc., to provide software configuration work relating to the system upgrade from version COCKPIT and WEB Cycle 3.1 and INVOICES 5-5 to INVOICES 5-8 and PROCESS DIRECTOR 7-4. The cost for the system upgrade is not to exceed \$60,000.00.

The upgrade is needed to continue providing workflow and electronic processing of vendor invoices to various District locations. The services include transports and installation files, software upgrades to the Development, Quality Control and Production environments, consulting and system configuration modifications as necessary to complete upgrade.

ReadSoft Inc., the sole provider of these services has submitted prices for the services required. Inasmuch as ReadSoft Inc. is the only source of supply for the services required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

ReadSoft Inc, is registered and in good standing with the State of Illinois.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order and enter into an agreement with ReadSoft Inc., in an amount not to exceed \$60,000.00.

Funds are available in Account 201-50000-612430.

Requested, Jacqueline Torres, Clerk/Director of Finance

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 July 7, 2016