



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 15, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 16-RFP-12, Professional Services for Biostatistician Support, with Sustainable Systems LLC in an amount not to exceed \$75,000.00, Account 101-16000-612430, Requisition 1419638

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Sustainable Systems LLC for Professional Services for Biostatistician Support for the Environmental Monitoring and Research Division (EM&RD) at the Lue-Hing Research and Development Complex.

The contract to provide professional support and expertise is required to maintain the work output of the Monitoring and Research Department's EM&RD during periods where workload and deadline priorities necessitate additional statistical support, or the staff Biostatistician is not available for an extended period. Therefore, the contractor will perform the following project tasks, which the District will request on an as-needed basis:

1. Convert data from Oracle, Microsoft Excel and Access databases to SAS format. Perform statistical analyses, which may include but are not limited to the following:
 - a. Analysis of variance (ANOVA) and covariance (ANCOVA) to include multiple comparison tests using Tukey, Student-Newman-Keul, Scheffe, Duncan, Studentized Maximum Modulus methods and output results in SAS, Microsoft Word, or LATEX formats.
 - b. Regression Analysis (Multivariate multiple regression) - best fit in linear or non-linear, testing for equality, and logistic regression test.
 - c. Principle Component Analysis - for summarizing data characteristics and use in regression and other multivariate analyses.
2. Write Procedures Universal setting for the following: SAS Base, SAS Component Language, SAS Macro Language, and Visual Basic for Applications (VBA).
3. Produce customized reports including text, tables and charts by integration of results generated by SAS or VBA procedures in LATEX.
4. Complete various environmental monitoring reports as requested by EM&RD.
5. Advise EM&RD staff regarding sampling frequency and other details of experimental plans for effective statistical analysis of research.

The bid open date was May 4, 2016, and the proposal due date was May 27, 2016. One vendor, Sustainable Systems LLC, submitted a proposal. 420 firms were notified and 15 took out proposals.

The proposal was evaluated by a committee, which included Albert Cox, Environmental Monitoring and Research Manager, Zainul Abedin, Biostatistician, and Christine Daly-DeSalvo, Buyer III.

Sustainable Systems LLC was selected because the firm has the experience performing similar biostatistical services and has staff with adequate training and technical competence to perform the list of project tasks.

The number of man hours will be up to 400 during the duration of the service period and will be determined based on the amount of service requested. The unit cost up to 300 hours is \$200.00/hour, and up to 100 hours is \$150.00/hour, based on the rates of the two Sustainable Systems LLC staff who will provide the service under this contract.

Inasmuch as the firm Sustainable Systems LLC possesses of 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 \$75,000.00.

Funds for the 2016 expenditure, in the amount of \$15,000.00, are available in Account 101-16000-612430. The estimated expenditure for 2017 is \$30,000.00 and for 2018 is \$30,000.00, Funds for the 2017 and 2018 expenditures is contingent on the Board of Commissioners' approval of the District's budgets for those years.

Requested, Thomas C. Granato, Director of Monitoring and Research, TCG:MPC:HZ:AC:kq
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 September 15, 2016