



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0152, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 16, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-22, Hosted Software Solution Used to Produce the Comprehensive Annual Financial Report and Budget Book, estimated cost \$125,000.00 for a two-year period, Account 201-50000-612430, Requisition 1456485

Dear Sir:

Request for Proposal (RFP) documents have been prepared for a Hosted Software Solution Used to Produce the Comprehensive Annual Financial Report (CAFR) and Budget Book, at the request of the Finance Department.

The purpose of this contract is to acquire a fully hosted software solution to produce the CAFR, the Other Post-Employment Benefits (OPEB) CAFR and the Budget Book. The solution will be a single system used to obtain, compile, reconcile and organize information and will allow for the necessary mapping of financial data from source systems to the software solution. Time expenditure will be reduced as data will automatically flow into established publishing templates.

The estimated cost for this RFP is \$125,000.00. The estimated expenditure for 2017 is \$65,000.00 and for 2018 is \$60,000.00.

A bid deposit is not required for this RFP.

Appendix A will not be included in this RFP because the scope of work does not provide a practical or cost effective opportunity for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	March 15, 2017
Proposals Received	April 14, 2017
Award	June 15, 2017
Completion	December 31, 2018

Funds for 2017 are available in Account 201-50000-612430. Funds for 2018 are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Jacqueline Torres, Clerk/Director of Finance JT:EWH:ts

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management