



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0325, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 6, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to increase cost estimate for Request for Proposal 17-RFP-22, Software Solution used to produce the Comprehensive Annual Financial Reports for the District and the Retiree Health Care Trust and Budget Book, from \$125,000.00 to \$300,000.00, Accounts 201-50000-612430 and 101-27000-612820, Requisitions 1456485 and 1460003

Dear Sir:

On February 16, 2017, the Board of Commissioners received a Report on Advertisement for Proposal 17-RFP-22, Hosted Software Solution Used to Produce the Comprehensive Annual Financial Report and Budget Book at an estimated cost of \$125,000.00.

The Report on Advertisement of Request for Proposal 17-RFP-22 did not include the estimated cost for software maintenance, support or hosting services for a five-year period. These services are required to maintain the selected solution. The title of the RFP has been revised from Hosted Software Solution Used to Produce the Comprehensive Annual Financial Report and Budget Book to Software Solution used to produce the Comprehensive Annual Financial Reports for the District and the Retiree Health Care Trust and Budget Book.

A request to increase the cost estimate is being submitted for software maintenance, support and hosting services at an estimated cost of \$175,000.00 for a five-year period. The estimated expenditure for 2017, 2018, 2019, 2020, 2021 and 2022 are \$65,000.00, \$95,000.00, \$35,000.00, \$35,000.00, \$35,000.00 and \$35,000.00, respectively.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to increase the cost estimate for Request for Proposal 17-RFP-22, from \$125,000.00 to \$300,000.00.

Funds for the 2017 revised cost estimate are available in Accounts 201-50000-612430 and 101-27000-612820. Funds for 2018, 2019, 2020, 2021 and 2022 are contingent on the Board of Commissioners' approval of the District's budget for that year.

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 April 6, 2017