



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0827, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 31, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 18-RFP-01 State Legislative Consulting Services, estimated cost \$84,000.00 Account 101-15000-612430, Requisition 1472035

Dear Sir:

Request for Proposal (RFP) documents have been prepared for 18-RFP-01, State Legislative Consulting Services, at the request of General Administration.

The purpose of this contract is to procure the services of state legislative consultants to work with the District's state legislative liaison and staff to develop and facilitate the District's annual state legislative program.

The cost for this RFP is not to exceed \$84,000.00.

A bid deposit is not required for this RFP.

The contract specifications require that all work commence on or around January 1, 2018 and end with the close of the 2018 legislative and veto sessions of the Illinois State Legislature.

Appendix A will not be included in this RFP because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

| | |
|--------------------|--------------------|
| Advertise | September 13, 2017 |
| Proposals Received | October 6, 2017 |
| Award | November 16, 2017 |
| Completion | December 31, 2018 |

Funds are being requested in 2018 in Account 101-15000-612430 and are contingent on the Board of Commissioner's approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Officer, SAR:SKL:JRM
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management