



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-0944, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 14, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase orders and enter into an agreement for Contract 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, with OpenGov, Inc., in an amount not to exceed \$549,500.00, Accounts 201-50000-612430 and 101-27000-612820, Requisitions 1456485 and 1460003

Dear Sir:

Authorization is requested to issue purchase orders and enter into an agreement with OpenGov, Inc. for a Software Solution Used to Produce the Comprehensive Annual Financial Reports for the District and the Retiree Health Care Trust and Budget Book for a five-year period.

The purpose of this request is to acquire a commercial off-the-shelf software solution to produce the Comprehensive Annual Financial Reports for both the District and the Retiree Health Care Trust for Other Post-Employment Benefits and the District's Budget Books. 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. The purchase orders will expire on December 31, 2018 and December 31, 2021.

On April 26, 2017, the 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 was advertised. Five hundred ninety-four firms were notified and twenty-one firms requested proposal documents. On June 9, 2017, three responsive proposals were received from Finite Matters Ltd., Gray CPA Consulting PC and OpenGov, Inc.

An evaluation committee consisting of staff from Finance, General Administration, Information Technology, Procurement and Materials Management and Treasury evaluated the proposals for the technical sufficiency based on evaluation criteria detailed in the Request for Proposal. Interviews with proof of concept demonstrations were then held and the Best and Final Offers were requested from each firm. The Best and Final Offer, and subsequently the proposal received from Gray CPA Consulting PC, was deemed non-responsive and rejected at this time due to the lack of written, original signature for the Authorized Person of Firm as required.

Based on the evaluation of the proposal, interview, and the Best and Final Offer, it is recommended that the purchase order be awarded to OpenGov, Inc. OpenGov, Inc.'s professional qualifications, approach to the software implementation project, specialized software solutions and expertise was ranked best to satisfy the scope of the RFP.

The Diversity Section has reviewed the Agreement and has concluded that Affirmative Action participation is not required because the requested services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

Inasmuch as the firm of OpenGov, Inc. possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$549,500.00.

Funds for the 2017 expenditure, in the amount of \$119,500.00 are available in Accounts 201-50000-612430 and 101-27000-612820. The estimated expenditures for 2018, 2019, 2020 and 2021 are \$115,000.00, \$105,000.00, \$105,000.00 and \$105,000.00, respectively. Funds for 2018, 2019, 2020 and 2021 are contingent on the Board of Commissioners' approval of the District's budget for those years.

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

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 14, 2017