



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-1050, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 19, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on Advertisement of Request for Proposal 17-RFP-41 IT Project Management and Business Analysis Consulting, estimated cost \$80,000.00, Account 101-27000-612430, Requisition 1475900

Dear Sir:

Request for Proposal (RFP) documents have been prepared for IT Project Management and Business Analysis Consulting, at the request of the Information Technology Department. The contract specifications will provide that work start in February 2018 and complete by December 31, 2018.

The purpose of this contract is to provide on-demand Project Management and Business Analysis expertise and capacity. Additional capacity is required given the anticipated Information Technology project portfolio in 2018.

The estimated cost for this RFP is \$80,000.00.

A bid deposit is not required for this request for proposal.

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 | November 8, 2017 |
| Proposals Received | December 8, 2017 |
| Award | February 15, 2018 |
| Completion | December 31, 2018 |

Funds are being requested in 2018 in Account 101-27000-612430, and are contingent upon the Board of Commissioners approval of the District's budget for that year.

Requested, John H. Sudduth, Director of Information Technology, JHS:SW:sw
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management