



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 19-0637, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 11, 2019**

#### **COMMITTEE ON PROCUREMENT**

Mr. Brian A. Perkovich, Executive Director

Report on advertisement of Request for Proposal 18-RFP-22R, Travel and Expense Reimbursement Solution for a three-year period, estimated cost \$105,000.00, Accounts 101-27000-612430/612820, Requisition 1505678

Dear Sir:

Request for Proposal (RFP) documents have been prepared for 18-RFP-22R Travel and Expense Reimbursement Solution, at the request of the Finance department.

The purpose of this request for proposal is to find an off the shelf software as a service solution to automate and streamline the travel and employee expense reimbursement process. This request for proposal seeks proposers to provide a solution that uses workflow for requesting and approving employee expense reimbursements that includes but is not limited to seminars, travel, meals and lodging, safety and medical supplies. Use OCR technology to populate expense report templates (when applicable) from imaged receipts and to integrate with the District's ERP system for payment and reporting.

The estimated cost for this RFP is \$105,000.00. The estimated expenditures for 2019, 2020 and 2021 are \$55,000, \$25,000 and \$25,000 respectively.

A bid deposit is not required for this RFP.

Appendix A and Appendix V will be not be included because the services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	July 24, 2019
Proposals Received	August 16, 2019
Award	October 17, 2019
Completion	December 31, 2022

Funds for the current year in the amount of \$55,000 are available in Accounts 101-27000-612430/612820. Funds for the years 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:kp  
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management