



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0777, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 8, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Report on advertisement of Request for Proposal 19-RFP-30, E-Procurement Module for the Request of Proposals Process for a three-year period, estimated cost \$100,000.00, Account 101-20000-634820

Dear Sir:

Request for Proposal documents have been prepared for 19-RFP-30, E-Procurement Module for the Request of Proposals Process, at the request of the Procurement and Materials Management Department.

The purpose of this request for proposal is to find an off the shelf, cloud based software solution (SaaS) module to streamline the request for proposal (RFP) process.

This request for proposal seeks proposers to provide an electronic solution to replace the current paper based process for receiving responses from Proposers on advertised RFPs for the District. The module should be able to do the following:

1. Creation and management of the solicitation online for the RFP process.
2. Have security features for sealed proposals submitted online by Proposers.
3. Have an electronic evaluation process for evaluating RFPs.

The estimated cost for this RFP is \$100,000.00. The estimated expenditures for 2019, 2020, and 2021 are \$40,000.00, \$30,000.00, and \$30,000.00 respectively.

A bid deposit is not required for this RFP.

The Appendix A and Appendix V will not be included because the estimated cost is not in excess of \$100,000.00.

The tentative schedule for this contract is as follows:

Advertise	August 21, 2019
Proposals Received	September 20, 2019
Award	November 7, 2019
Completion	December 31, 2022

Funds for the current year, in the amount of \$40,000.00, are available in Account 101-20000-634820. Funds for the years 2020 and 2021 are contingent on the Board of Commissioners' approval of the District's budget for those years. The transfer of funds for this RFP is on this Board Meeting for approval.

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management