



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0742, **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-31 Website Content Creation Consulting Services, estimated cost \$90,000.00, Account 101-27000-612430, Requisition 1526057

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Website Content Creation Consulting Services, at the request of the Information Technology Department. The contract begins December 1, 2019 and ends on November 30, 2020.

The purpose of this contract is to provide website content creation consulting services.

The estimated cost for this RFP is \$90,000.00. The estimated 2019 and 2020 expenditures are \$20,000.00 and \$70,000.00, respectively.

No bid deposit is required for this RFP.

Appendix A and Appendix V will not be included in this request for proposal 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	August 28, 2019
Proposals Received	September 20, 2019
Award	November 7, 2019
Completion	November 30, 2020

Funds for the current year are available in Account 101-27000-612430. Funds for subsequent year, 2020, are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, John Sudduth, Director of Information Technology, JS:jar

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 August 8, 2019