



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 19-0902, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 19, 2019**

#### **COMMITTEE ON PROCUREMENT**

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 18-RFP-22R, Travel and Expense Reimbursement Solution for a three-year period with Carahsoft Technology Corporation, in an amount not to exceed \$87,172.10, Accounts 101-27000-612430/612820, Requisition 1505678

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Carahsoft Technology Corporation for a software solution to automate and streamline the travel and employee expense reimbursement process. The solution will provide the use of 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 purchase order will expire on December 31, 2021.

On July 24, 2019, the Request for Proposal 18-RFP-22R Travel and Expense Reimbursement Solution was advertised. On August 9, 2019, one responsive proposal was received from Carahsoft Technology Corporation.

An evaluation committee consisting of staff from Finance, General Administration, Information Technology, Procurement and Materials Management, Law and Human Resources evaluated the proposal for the technical sufficiency based on evaluation criteria detailed in the Request for Proposal. An interview with proof of concept demonstration was held and the Best and Final Offer was requested and received.

Based on the evaluation of the proposal, interview, and the Best and Final Offer, it is recommended that a purchase order be awarded to Carahsoft Technology Corporation. Carahsoft Technology Corporation's professional qualifications, approach to the software implementation project, specialized software solution and expertise is 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 Carahsoft Technology Corporation, possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$87,172.10.

Funds for the 2019 expenditure, in the amount of \$39,412.10 are available in Accounts 101-27000-

612430/612820. The estimated expenditures for 2020 and 2021 are \$23,880.00 and \$23,880.00, respectively. Funds for 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:LD

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

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for September 19, 2019