



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING NOVEMBER 7, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order and amend the agreement with Bradford Systems Corporation, to upgrade existing software to hosted software as a service solution (SaaS), in an amount of \$10,000.00, from an amount of \$5,250.00, to an amount not to exceed \$15,250.00, Accounts 101-40000-612430 and 101-27000-612820, Purchase Order 3101678 (*As Revised*)

Dear Sir:

On October 4, 2018, the Director of Procurement and Materials Management authorized and issued a purchase order to Bradford Systems Corp, a sole source vendor, to provide NetTrax technical support to maintain the Transition Records Management System (TRMS) a records management system utilized by the District to manage various District records. The purchase order expires on August 14, 2021.

The purpose of this upgrade is to convert the current NetTrax software licenses to NetTrax.Net Hosted, a software as a service solution. The hosted solution will eliminate PC installed software currently experiencing system errors with Districts back end application update and move to a web based standard application.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase the purchase order and amend the agreement in an amount of \$10,000.00 (190% of the current contract value), from an amount of \$5,250.00, to an amount not to exceed \$15,250.00.

The Affirmative Action Appendix A and Appendix V are not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

Funds for 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Jacqueline Torres, Clerk/Director of Finance

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 November 7, 2019