



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 OF December 2, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement for Contract 10-RFP-14, furnish, deliver and configure organizational chart software, including a three-year maintenance agreement, with Aquire Solutions, Inc. in an amount not to exceed \$32,397.32, Account 101-25000-601170, Requisition 1315954

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Aquire Solutions, Inc. to furnish, deliver, and configure organizational chart software, including a three-year maintenance agreement. The scope of work is to procure organizational chart software that will eliminate the manual production processes, cumbersome data validation steps, and exception handling burdens currently in place to produce organizational changes and associated position analyses published in the District's annual budget, and to obtain timely and accurate organizational data, including reporting locations and supervisory relationships in support of the District's training, position planning, and performance management activities.

Three-hundred seventy-six firms were invited to submit proposals in response to request for proposal Contract 10-RFP-14, which was advertised on July 14, 2010. Eighteen firms requested proposal documents. On August 20, 2010, the District received three responsive proposals from the following bidders: Aquire Solutions, Inc., Human Concepts, and Cogent IBS, Inc.

The three proposals were reviewed and evaluated by a panel consisting of two members from the Human Resources Department, two members from General Administration, and one each from the Procurement and Materials Management and the Information Technology Departments. Proposals and presentations were rated on project understanding, compliance with the scope of work, financial stability, product support, and cost of services.

Based on the evaluation of the proposals, it is recommended that a purchase order be awarded to Aquire Solutions, Inc. Aquire Solutions, Inc. received the highest score of the three proposers in that it presented the best understanding of the project based on the District's needs, had the greatest compliance with the scope of work, demonstrated that it provides the best product support, had the financial stability to support the software for its full working life, and presented a cost of service that meets the District's budgetary needs.

The agreement will begin upon award of the purchase order in 2010 and continue through three years of software maintenance and support, ending in 2013.

In view of the foregoing, it is requested 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, to Aquire Solutions, Inc. in an amount not to exceed \$32,397.32, for the professional services required.

Funds for the 2010 expenditures, in the amount of \$25,112.62, are available in Account 101-25000-601170. There is no expenditure for 2011. The estimated expenditure for 2012 is \$3,642.35, and for 2013 is \$3,642.35. Funds for the 2012 and 2013 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Denice E. Korcal, Director of Human Resources, DEK:RJB

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 December 2, 2010