

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: October 12, 2023

TO: Sean T. Kelly, Director of Information Technology

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator



SUBJECT: Review of Request for Proposal for 23-RFP-22 SAP Software Maintenance

Our review of this contract indicates that affirmative action goals are not recommended.

The District is seeking proposals from vendors experienced in delivery of SAP Software Maintenance to provide services for the support of the District's SAP environment. The estimated costs for this service is \$660,000.00 over three years.

The contract price is a flat fee of \$220,000.00 paid per year for years 2024 through 2026. There are no subcontractable items in this contract because there is no software development. The Proposer would be responsible for providing tax and legal updates and providing security and correction patches when necessary. Therefore, the Appendix A and the Appendix V should not be included.

Should you have any questions, please contact Jason Bullock, Diversity Officer, at extension 1-4038.

RLM/PCS
Attachment

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Young, Cornier, Bullock, file