



Metropolitan Water Reclamation District of Greater Chicago Text File

100 East Erie Street
Chicago, IL 60611

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TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 13, 2023

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement with Workforce Software, LLC to provide Continuous Care Services Hours Package for the Time Management System in an amount not to exceed \$11,750.00 Account 101-40000-612430, Requisition 1602118

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Workforce Software, LLC for Continuous Care Services Hours Package that provides configuration work for up to 50 hours of system modifications to the Time Management System as needed. The contract is for a twelve-month period commencing August 1, 2023.

The services include creation of a user account audit report, automate the Optional Holiday code 30A, and other system modifications as needed.

Workforce Software, LLC is the sole-service provider for the services required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

Workforce Software, LLC is registered and in good standing with the State of Illinois.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order and enter into an agreement with Workforce Software, LLC in an amount not to exceed \$11,750.00.

Funds are available in Account 101-40000-612430.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:kj
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Marcelino Garcia, 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 July 13, 2023