



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0760, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and amend the agreement with Workforce Software, LLC to provide software configuration work relating to modifications to the Time Management System in an amount not to exceed \$40,950.00, Account 201-50000-612430, Requisition 1495118

Dear Sir:

Authorization is requested to issue a purchase order and amend the agreement with Workforce Software, LLC to provide software configuration work relating to modifications to the Time Management System as needed.

The services include adding a new pay code and changes for the new parental leave benefit; adding a reimbursement column to the Manager Approval screen; and other system modifications as needed.

The District already has an agreement in effect with Workforce Software, LLC that extends to December 23, 2018, which will be amended to include the above scope of work.

Workforce Software, LLC is the sole-service provider for the services required. Inasmuch as Workforce Software, LLC is the sole source of supply 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 amend the agreement with Workforce Software, LLC in an amount not to exceed \$40,950.00.

Funds are available in Account 201-50000-612430.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:kp
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 August 2, 2018