



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 21-0783, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 2, 2021

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to advertise Contract 21-RFP-24, Litigation Support Services for the District's Law Department for a three-year period, estimated cost \$390,000.00, Account 101-30000-612430, Requisition 1567539

Dear Sir:

Request for Proposal 21-RFP-24 documents have been prepared for Litigation Support Services at the request of the Law Department.

The purpose of this contract is to obtain litigation support services for the District's Law Department for a three (3) year period. The required services include traditional reprographic and duplication services and e-Discovery as a service including project management, processing, hosting, and production of litigation case documents including electronically stored information, paper documents requiring electronic conversion and other media.

The estimated cost for this RFP is \$390,000.00 over (3) three years. The estimated expenditures will be \$130,000.00 in 2022, \$130,000.00 in 2023 and \$130,000.00 in 2024.

A bid deposit is not required for this RFP.

Appendix A will not be included with this RFP because of the nature of the services requested. The Diversity Administrator has determined that this RFP does not seek professional consulting services or provide an opportunity for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	September 29, 2021
Proposals Received	October 20, 2021
Award	December 2, 2021
Completion	December 31, 2024

Funding for the years 2022, 2023 and 2024 will be contingent on the Board of Commissioners approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 21-RFP-24.

Requested, Susan T. Morakalis, General Counsel, STM:EMA:CN:nl
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 September 2, 2021

Attachment