



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

---

File #: 22-0042, Version: 1

---

### TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 20, 2022

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 21-RFP-07, Enhancements to the District's New Website with Interpersonal Frequency LLC, in an amount not to exceed \$300,000.00, Account 101-27000-612430, Requisition 1557866

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Interpersonal Frequency LLC to Perform Enhancements to the District's New Website.

On July 14, 2021, Request for Proposal 21-RFP-07 Perform Enhancements to the District's New Website was publicly advertised. Seven hundred seventy-five (775) firms were notified and forty (40) requested proposal documents. On August 6, 2021, the District received eight (8) responsive proposals from the following vendors: Ameex Technologies Corporation, Bigmouth Creative, Blenderbox, Clarity Communications, Inc., Costello Communications Inc., Interpersonal Frequency LLC, Next Generation Technology Inc., and Planeteria Media.

The proposals were evaluated by staff from Public Affairs, Information Technology, and the Procurement and Materials Management departments. The criteria for these evaluations were outlined in Request for Proposal 21-RFP-07 and included: experience developing public websites, experience with Drupal, approach to human Spanish translation, support procedures, financial stability, compliance with insurance and licensure requirements; and cost.

Following the preliminary evaluation of proposals, excluding cost, four (4) proposers were deemed to be finalists and were invited to interviews conducted October 11, 2021 - October 13, 2021. On October 18, 2021, a solicitation was sent to the finalists requesting an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on October 22, 2021.

Based on the evaluation of proposals, finalist interviews and pricing, the Information Technology Department recommends Interpersonal Frequency LLC, as the selected vendor. Interpersonal Frequency LLC. is an Information Solutions and content creation company dedicated to serving the public sector.

The Diversity Section reviewed the request for proposal and concluded that the contract does provide practical opportunities for subcontracting. As such, Appendix A and Appendix V is included.

Inasmuch as the firm of Interpersonal Frequency LLC possesses a high degree of professional skill, it is recommended 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, in the amount of \$300,000.00.

Funds are available in Account 101-27000-612430.

Recommended, John Sudduth, Director of Information Technology  
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 January 20, 2022

Attachments