



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 11, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 22-RFP-05 Survey and Focus Group Consulting Services with Millan Chicago, LLC, in an amount not to exceed \$42,000.00, Account 101-25000-612430, Requisition 1577815

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Millan Chicago LLC, for Survey and Focus Group Consulting Services for the District's Human Resources Department.

On March 23, 2022, request for proposal for Contract 22-RFP-05 Survey and Focus Group Consulting Services was publicly advertised. Seven hundred and sixty-five (765) firms were notified and twenty-eight (28) requested proposal documents. On April 15, 2022, the District received seven (7) responsive proposals from the following vendors: Millan Chicago LLC, Market Decisions Research, Level 7 Market Research, illumyx, Great Blue Research, Inc., Probolsky Research, and Illinois Institute of Technology.

The proposals were evaluated by staff from Human Resources, Public Affairs, and the Procurement and Materials Management departments. The criteria for these evaluations were outlined in the request for proposal Contract 22-RFP-05 and included: research and analysis of five identified project goals; project timeline and research methodology; survey and focus group design and analysis; final report; project deliverables; and cost.

Following the preliminary evaluation of proposals, excluding cost, all seven proposers were deemed to be finalists and were invited to interviews conducted June 1-3, 2022. On June 23, 2022, 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 June 30, 2022.

Based on the evaluation of proposals, finalist interviews and pricing, the Human Resources Department recommends Millan Chicago LLC, as the selected vendor. Millan Chicago LLC is a management and data analytic consulting firm located in Chicago, Illinois. The company was founded in 2018. Millan Chicago LLC is comprised of two managing partners, Jennifer Miller, PhD and Ron Landis, PhD. Ms. Miller has a PhD in Psychological Science with an emphasis in learning and a MS in applied statistics. Mr. Landis has a PhD in Psychology with an emphasis in industrial/organizational psychology and decades of expertise in statistics and measurement development. Together they have more than forty-five (45) years of experience in conducting rigorous research and performing advanced analytics. Their expertise involves qualitative and quantitative data, analytic methods, measurement development, and the design implementation, and assessment of programs.

Affirmative Action Appendix A and Appendix V participation goals were not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to award a contract to Millan Chicago LLC for Contract 22-RFP-05 in the amount of \$42,000.00.

Funds are available in Account 101-25000-612430. The project is to be completed within one year from the signing of the contract.

Recommended, Beverly K. Sanders, Director of Human Resources

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 11, 2022

Attachment