



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 22-0682, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 11, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to advertise Contract 22-RFP-13 Intranet Development and Platform Support, estimated cost \$380,000.00, Account 101-27000-612430, Requisition 1584520

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Intranet Development and Platform Support, at the request of the Information Technology Department. The contract is estimated to begin January, 2023 with completion by December 31, 2025.

The purpose of this contract is to obtain professional services to design, develop and launch the internal portal, or intranet, on a new platform and to provide support and maintenance of the intranet and related services on the new platform. The contemporary platform will have new features and functions to support internal District communication and collaboration and to improve employee access to information and services in a cost-effective manner.

The estimated cost for this RFP is \$380,000.00. The estimated 2023, 2024 and 2025 expenditures are \$190,000.00, \$100,000.00, and \$90,000.00 respectively.

A bid deposit is not required for this RFP.

Appendix A and Appendix V will be included in this RFP. The type of work to be performed under this contract is within the professional services category for establishing Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE) and/or Small Business Enterprises (SBE) goals. The MBE, WBE and/or SBE goals for this contract are: 15 percent MBE and/or WBE, 10 percent SBE and 3 percent VBE.

The tentative schedule for this contract is as follows:

| | |
|--------------------|-------------------|
| Advertise | September 7, 2022 |
| Proposals Received | October 7, 2022 |
| Award | December 15, 2022 |
| Completion | December 31, 2025 |

Funds are being requested in 2023, 2024, and 2025 in Account 101-27000-612430, and are 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 22-RFP-13.

Requested, John H. Sudduth, Director of Information Technology, JHS:SW:sw
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