



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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File #: 22-0768, Version: 1

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### TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 1, 2022

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 22-RFP-10 Virtual Vendor Outreach Platform & Event with Virtual Velocity, LLC in an amount not to exceed \$15,900.00, Account 101-15000-612490, Requisition 1564830

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Virtual Velocity, LLC to provide a platform and assist with hosting the Diversity Section's annual vendor fair virtually. The platform must be capable of providing virtual sessions in real-time, breakout classrooms, and allow participants to connect in 1:1 private meetings. In addition, the vendor must provide support the day of the event to ensure everything runs smoothly.

On June 1, 2022, Contract 22-RFP-10 Virtual Vendor Outreach Platform & Event was publicly advertised. Seven hundred and ninety-two (792) firms were notified, and seventeen (17) firms requested proposal documents. The District received one (1) qualified proposal on June 24, 2022, from Virtual Velocity, LLC.

Five District employees including three members of the General Administrations Department, one member from the Information Technology Department, and one member of the Procurement and Materials Management Department reviewed the proposal. Following the initial evaluation, Virtual Velocity, LLC was invited to an interview conducted on Friday, July 15, 2022. A second interview took place on Tuesday, August 2, 2022, and on August 9, 2022, a solicitation was sent to Virtual Velocity, LLC requesting an unqualified "best and final" offer. The "best and final" offer was returned to the Director of Procurement and Materials Management on August 15, 2022.

Virtual Velocity, LLC has significant relevant experience and a high level of competency to provide the services for developing this event virtually and demonstrated a clear understanding of the services being requested in Contract 22-RFP-10.

Affirmative Action Goals Appendices A and V do not apply to this contract.

Virtual Velocity, LLC is currently registered and in good standing in the State of Pennsylvania and is in the process of registering with the Secretary of State in Illinois.

The agreement will begin upon issuance of the purchase order and will continue through the completion of the event, which is scheduled to be held this fall.

Inasmuch as the firm Virtual Velocity, LLC possesses a high degree of professional skill, it is requested 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 an amount not to exceed \$15,900.00.

Funds are available in Account 101-15000-612490.

Requested, Regina D. Berry, Diversity Administrator, RDB:co

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 1, 2022