



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 JUNE 1, 2023

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 22-RFP-13 Intranet Development and Platform Support, with WM Reply, Inc. in an amount not to exceed \$380,000.00, Account 101-27000-612430, Requisition 1584520 (*Deferred from the May 18, 2023 Board Meeting*)

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with WM Reply, Inc for Intranet Development and Platform Support

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. All services are estimated to be delivered by December 31, 2025.

On October 26, 2022, Contract 22-RFP-13 Intranet Development and Platform Support was advertised. The District received one responsive proposal on November 18, 2022 from the following vendor: WM Reply, Inc.

The proposal was evaluated by five District employees: two members of the Information Technology Department, one member of the Human Resources Department, one member of Administrative Services Public Affairs section and one member of the Procurement and Materials Management Department. The evaluation criteria were as follows: understanding of the project, approach to work, experience completing projects of similar scope, technical competence, Microsoft Partner status, compliance with licenses and permits and compliance with affirmative action requirements.

Based on the initial evaluation, an interview was scheduled on February 6, 2023 for the proposer to deliver a presentation and demonstration, as well as respond to questions from the District's evaluation team. Subsequently the proposer was afforded the opportunity to submit an unqualified best and final offer by March 3, 2023.

After evaluations of the proposal, interview, and best and final offer, it is recommended that a purchase order be awarded to WM Reply, Inc. WM Reply, Inc. has relevant experience and a high level of competency to provide the services to develop the intranet on contemporary platform and support and maintain the intranet and related services on the platform.

WM Reply, Inc. is a technology and digital consulting firm based in downtown Chicago. Their staff has relevant certifications in project management, organizational change management as well as numerous Microsoft platform certifications, and is a Microsoft Gold Partner. WM Reply, Inc. is registered to do business in the State of Illinois.

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 Diversity Section has reviewed the agreement and has concluded that WM Reply, Inc. is in accordance with the District's Affirmative Action Policy.

Inasmuch as the firm of WM Reply, Inc. possesses of 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 an amount not to exceed \$380,000.00.

Funds for the 2023 expenditure, in the amount of \$190,000.00, are available in Account 101-27000-612430. The estimated expenditure for 2024 is \$100,000.00, 2025 is \$90,000.00. Funds for the 2024 and 2025 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Sean T. Kelly, Acting Director of Information Technology, STK:SW:sw
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Marcelino Garcia, 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 June 1, 2023