



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 2, 2021

Re: Vendor Limit Increase for Baker Tilly Beers & Cutler (BTSS) for
Temporary and Project Based Accounting Services

On November 6, 2019, the CMAP Board approved a contract with Baker Tilly Beers & Cutler (BTSS) to provide temporary and project based accounting services to the agency. This contract was competitively bided by GSA and Baker Tilly Beers & Cutler was selected as a pre-approved vendor in the areas of accounting (520.11), budgeting (520.12) and grants management support (520.22). The use of the GSA contracts expedites CMAP's procurement process and ensures a competitive process was conducted or best pricing for the related services.

BTSS currently provides support to CMAP's finance department in the areas of month-end closings, reconciliations, internal controls development and documentation, annual financial audit, financial reporting, and indirect rate cost proposal development. In addition, based on the experience of the BTSS consultant with previous ERP implementations, the agency would like to retain the BTSS resource to assist in this major agency project. Continuity of accounting support is important as we approach year-end closing, the annual financial audit, and the implementation of a new ERP system. The market for accounting and finance talent is very competitive at this time, however, CMAP will continue to recruit for a senior level accountant with skills and experience required to fulfill these responsibilities.

It is recommended that the Board approve a vendor limit in the amount of \$216,800 with Baker Tilly Beers & Cutler for Temporary and Project Based Accounting Services for a total vendor limit not to exceed \$366,800. Cooperative Purchasing with Other Governmental Agencies procurement is permitted with adequate justification in accordance with the CMAP Procurement Policy adopted on April 7, 2007. Support for this procurement will be provided by FY2022-2023 UWP Operating Budgets.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 2, 2021

Re: Annual Commercial Data Renewal

CMAP maintains large data resources for use in its development, projection and evaluation of land use and transportation in the northeastern Illinois region. The required data is reviewed annually to determine how the data sets are used by staff, which staff uses the data sets and how frequently the data is used. If the data is not available from a free source, it must be purchased. The following data sets are being requested for purchase:

DATA SET	VENDOR	RENEWAL DATE	EST. COST	ACT. COST
Online database subscription services to business intelligence data, including: Locations (HQ and franchises), number of employees per location, NAICS/SIC codes, street address, corporate linkage information, bankruptcy indicators, DUNS number, Fortune 1000 rank, small business indicator and other elements	Dun & Bradstreet	07/01/2021	120,000	111,395
Regional data and analysis tools targeted to regional workforce and economic development professionals	EMSI	07/01/2021	25,000	25,000
Aerial photography	Nearmap	10/01/2021	52,000	50,000
New residential subdivision sites.	MetroStudy Online	10/01/2021	22,000	20,600
Commercial real estate online database used to establish baseline market and economic conditions for municipalities.	CoStar Group	04/01/2022	41,000	39,811.92
Academic Publication	EBSCO	06/30/2022	18,375	18,375

DATA SET	VENDOR	RENEWAL DATE	EST. COST	ACT. COST
Land Use	UrbanCanvas Modeler	06/30/2022	36,000	36,000
TOTAL			314,375	

It is recommended that the Board approve 1-year renewals of the itemized datasets listed above at cost of \$314,375.00. Support for these commercial data sets purchases are included in the FY2021- 2022 UWP Operating Budgets.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 2, 2021

Re: Contract Approval for Agenda Management Software Application
Acquisition, Configuration, Training, and First Year of Service

The Chicago Metropolitan Agency for Planning (CMAP) is acquiring an agenda management software (AMS) to automate and streamline various aspects of its Board and committee meeting management processes, while also improving government transparency of meeting materials. Key features CMAP seeks in a cloud-based, commercially available off-the-shelf solution include: (1) requires a minimum amount of customization to develop and implement, (2) supports an unlimited number of committees (groups) and users, (3) provides in-meeting and post-meeting support for minutes' preparation and automated task/action log management of all follow-up agenda items, and (4) provides easy access to public records. The selected vendor will be responsible for all project management, implementation, and training.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on February 3, 2021. On February 22, 2021 CMAP received proposals from six vendors: Destiny, Granicus, Municode, Naviant, Provox, and Rialtes.

A team of six CMAP staff reviewed the proposals. The review committee scored each of the proposals according to the following criteria:

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work, including addressing the topical issues identified in the Project Background and Project Description sections.
2. The proposed training plan and ease of training.
3. Ease of system use for internal and external users. Finalists will be required to provide a test environment to the Project Selection Committee as part of the evaluation process.

4. The extent to which the software meets the needs of the agency as well as any additional functionality or services not outlined in this RFP determined to be of value to the agency.
5. Overall cost including all project costs and per-hour rates.

Table 1 shows the final score of each firm that submitted a response to the RFP.

Table 1: Final Scoring

Criteria	Max. Score	Destiny	Granicus	Municode	Naviant	Provox	Rialtes
Experience	20	13.0	17.0	13.5	8.5	13.5	7.0
Training plan	10	5.3	8.0	6.3	4.3	7.5	4.3
Ease of use	30	15.8	23.3	24.0	12.8	18.0	7.5
Conformity with CMAP needs per RFP	20	9.5	17.0	15.5	6.5	11.5	4.5
Cost	20	8.8	3.1	15.0	1.1	13.9	2.4
Total	100	52.3 (\$30,900)	65.3 (\$36,816)	59.3 (\$13,620)	32.0 (\$255,850)	50.5 (\$19,550)	23.3 (\$112,480)

Recommendation for Contractor Selection

Following interviews, test environments, and responses to written questions, the CMAP review committee selects **Granicus** for its Agenda Management software provider. The Granicus application demonstrates strong capabilities in response to the technical requirements outlined in the request for proposals. Granicus had both a strong response to the scope of work and interview. In the proposal and in the interview, Granicus impressed the interview committee with their detailed project understanding and approach to the scope of work.

It is recommended that the Board approve the acquisition of Granicus Agenda Management Software for \$36,816 for the initial configuration, first year of service, and training. Subsequent years will be based upon the annual subscription rates offered by the vendor.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 2, 2021

Re: Contract Approval for IT Network Security Audit, a Cyber Security Risk Assessment and a 3-year Security Roadmap

CMAP is interested in procuring the services of a contractor specializing in network security to perform security audits on five aspects of CMAP's security infrastructure, a general cyber security assessment, and a 3-year security roadmap for the agency. The scope of services is divided into five separate projects, and the bidders were required to bid on all five, providing fixed fee pricing for the annual audits, and pricing for the risk assessment and 3-year security roadmap.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on April 5, 2021. Staff held a non-mandatory pre-bid information session on April 14, 2021. On April 30, 2021, CMAP received proposals from eight vendors: BKD, CBIZ, Clifton Larson Allen, Crowe, Global Solutions, and Plante Moran. Two vendors were deemed non-responsive and their submissions were not reviewed.

Proposals were reviewed and independently scored by three CMAP staff members. The criteria for selection included the following:

1. The firm's demonstrated record of experience in providing the services in areas identified in the Scope of Services, emphasizing work done for organizations of similar size and complexity. Work for other public sector entities, if any, should be mentioned, as well.
2. The qualifications and experience of the firm's personnel to be assigned to CMAP's work in the areas identified in the Scope of Services and their training and experience.
3. Demonstrated understanding of the RFP based on the proposals responsiveness to the Scope of Services.

4. Cost to CMAP

Table 1 shows the final score of each firm that submitted a completed response to the RFP.

Table 1: Scoring

Criteria	Max number of points	BKD	CBIZ	Clifton Larson Allen	Crowe	Global Solutions	Plante Moran
The firm's demonstrated record of experience in providing the services in areas identified in the Scope of Services.	30	15.0	25.0	21.0	20.0	20.0	21.0
The qualifications and experience of the firm's personnel to be assigned to CMAP's work in the areas identified in the Scope of Services and their training and experience.	30	15.0	24.0	16.0	17.0	21.0	24.0
Demonstrated understanding of the RFP based on the proposals responsiveness to the Scope of Services.	20	8.7	18.0	8.7	11.3	14.0	9.3
Cost to CMAP	20	5.8 (\$444,410)	13.3 (\$193,440)	14.5 (\$182,070)	14.6 (\$176,750)	20.0 (\$128,805)	13.0 (\$198,350)
Total	100	44.5	80.3	60.2	62.9	75.0	67.3

Recommendation for Contractor Selection

The review committee recommends CBIZ as the best firm for performing the security analysis projects. They received high scores for demonstrated experience, presenting good examples of relevant work for government clients similar to CMAP. They provided the most comprehensive approach to completing the five projects outlined in the RFP. They also have previous experience with CMAP's infrastructure and can leverage that experience in developing CMAP's 3-year security roadmap. In addition, CBIZ provided a team with significant years of experience and security related certifications. With their strong proposal, the review committee believes that they provide the best value for the scope of services.

It is recommended that the Board approve a contract for the IT Security Audit with CBIZ for the not-to-exceed amount of \$193,400. Support for this project will be provided by FY2022-2026 Operating Budgets.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 2, 2021

Re: Contract Approval for Regional Greenhouse Gas Emissions Inventory
to Assess Target Reduction Progress

CMAP has conducted a regional greenhouse gas emissions inventory every five years since 2010. These inventories are used to track progress towards the region's greenhouse gas emissions reduction targets, and to develop and refine climate mitigation strategies. The inventories are used both internally by CMAP staff and externally by local governments, academic institutions, and not-for-profit organizations, to provide local decisions makers with more resources to measure progress or begin planning for emissions reductions in their communities.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on May 12, 2021. Staff held a non-mandatory, online, pre-bid information session for consultants on May 18. Questions posed during the online session, and CMAP's responses were documented and posted on the CMAP website following the pre-bid session. On May 26, 2021, CMAP received proposals from two consulting firms: ICF, and NRG.

The proposals were reviewed by a team of four CMAP staff members from the agency's plan implementation and emissions modeling teams. The review committee members independently scored the proposals based on the following criteria:

1. Experience of organization & key personnel
2. Demonstrated functional capabilities and subject matter expertise
3. Approach to developing a GHG emissions inventory
4. Cost to CMAP, including consideration of all project costs and per-hour costs.

Table 1. Reflects the composite scores submitted by the Team.

Table 1.

Selection Criteria	Max Number of Points	ICF	NRG
Experience of organization & key personnel	20	18.25	8.75
Demonstrated functional capabilities and subject matter expertise	25	20.75	10.0
Approach to developing a GHG emissions inventory	35	28.75	13.25
Cost to CMAP	20	10 (\$129,733)	20 (\$65,100)
Total	100	77.75	52.0

Recommendation for Contractor Selection

The review committee recommends **ICF** as the contractor for the Regional Greenhouse Gas Emissions Inventory project. ICF received high scores for both their experience creating greenhouse gas emissions inventories and for the examples of other work they have completed. Several members of the project team have been involved in past CMAP greenhouse gas emissions inventories, and are familiar with the unique challenges of conducting a large, multi-scale inventory in the Chicago region. ICF’s proposal outlined a clear, detailed breakdown of all tasks necessary to develop the inventory, and meets or exceeds all minimum requirements outlined in the RFP.

It is recommended that the Board approve a contract with ICF for a not-to-exceed amount of \$129,433.00 for the Greenhouse Gas Emission Inventory project. Support for this project will be provided by FY2021 -2022 UWP Operating Budgets.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 2, 2021

Re: Contract Approval with Contracting Resources Group (CRG) for
Business Process Review and Documentation for the Agency's
Procurement Processes

CMAP is seeking to enter into a contract with Contracting Resources Group (CRG) to provide an extensive review of CMAP's current procurement processes: 1) to identify process improvement opportunities to expedite procurements and introduce industry best practices in our procurement framework; 2) document current and future state process maps to analyze existing processes, document new processes, and aid in the knowledge transfer of these processes to staff; 3) and document in a "guidance document" the process for each type of procurement with required state and federal procurement guidelines to use to educate staff on appropriate procurement practices based on our funding sources. This project has significant impact on CMAP's ability to timely procure services to efficiently spend CMAP's annual funding.

To expedite this project, CMAP is requesting to use a competitively bided GSA contract GS-00F-009CA where CRG was selected as a pre-approved vendor in the area of Supply and Value Chain Management (541614SVCRC). The use of the GSA contracts expedites CMAP's procurement process and ensures a competitive process was conducted or best pricing for the related services.

CRG brings significant experience in federal procurement to this project as they have current supply and value chain management, support and training projects with the GSA, the Department of Defense/Veterans Affairs, the Department of Human, Health and Services, and the Navy. Their cost, experience, and general scope of work on current projects, aligned with CMAP's project requirements and desired approach.

It is recommended that the Board approve a contract with Contracting Resources Group for an amount not to exceed \$88,900 for Business Process Review and Documentation for Agency's

Procurement Processes. Cooperative Purchasing with Other Governmental Agencies procurement is permitted with adequate justification in accordance with the CMAP Procurement Policy adopted on April 7, 2007. Support for this procurement will be provided by FY2022 UWP Operating Budget.

ACTION REQUESTED: Approval

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