



MEMORANDUM

To: CMAP Board  
From: Dolores Dowdle  
Deputy Executive Director, Finance and Administration  
Date: September 3, 2014  
Re: Contract Award to Print GO TO 2040 Plan Update Materials

An update of GO TO 2040 will be considered for adoption in October 2014, in accordance with federal law. While the plan update will not constitute a new plan, it will address elements required by the Moving Ahead for Progress in the 21st Century Act (MAP-21). Following adoption by the Board and MPO Policy Committee in October a booklet will be printed that summarizes the GO TO 2040 plan update, as well as the printing and affixing of stickers inside existing CMAP publications of the GO TO 2040 plan adopted in 2010.

An RFP was issued for the printing of the booklet of the update and printing and placement of stickers on the existing GO TO 2040 plan on July 22. Separate costs were obtained for the booklet, the stickers and hourly rates for printing review and corrections. Since the number of pages and number of copies are not known for the booklet, several alternatives were requested. Following are the quotes received for the largest quantity – 64-72 pages at 15,000 copies. Three responses were received.

<u>Printer</u>	<u>Booklet</u>	<u>Stickers</u>	<u>Delivery</u>	<u>Total Cost</u>	<u>Hr. Rate</u>
Classic Color	\$33,041	\$14,375	\$570	\$47,986	\$85
Lake County Press	\$38,755	\$2,504	\$885	\$42,144	\$125
Titan Image Group	\$32,690	\$2,780	\$1,105	\$36,575	\$50

Lake County Press proposal was deficient in providing required documentation and their proposal was not evaluated. The other two proposals were reviewed and evaluated by Tom Garritano, Justine Reisinger, and Adam Weiskind. The following criteria were used for the evaluation:

- The firm’s demonstrated record of experience and responsiveness in providing services in the areas identified in the RFP.

- Evidence of ability to complete the job within CMAP's expectations of time, budget, and quality.
- The reputation of the firm based on references.

<b>Criteria</b>	<b>Maximum</b>	<b>Classic</b>	<b>Titan</b>
Demonstrated expertise in services	35	28.0	14.0
Ability to complete job	35	31.5	7.0
Cost	30	15.0	30.0
<b>TOTAL</b>	<b>100</b>	<b>74.5</b>	<b>51.0</b>

A review was made of work samples submitted by each of the printers to evidence meeting the quality of work required by CMAP. CMAP's review team determined that the Titan Image Group, based on samples of previous work they submitted, did not demonstrate that they can meet CMAP expectations of quality level and experience. While Classic Color's labor costs are significantly higher than the other two firms, they were the only firm whose proposal indicated they could meet CMAP expectations of time, budget, and quality. Their work samples submitted were of high quality and demonstrate their record of experience.

It is recommended that the Board approve a contract with Classic Color at \$48,800. The FY 2015 UWP operating funds included funds for the printing of the plan update.

ACTION REQUESTED: Approval

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# Chicago Metropolitan Agency for Planning

## Agenda Item No. 5.2

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### MEMORANDUM

**To:** CMAP Board

**From:** Dolores Dowdle  
Deputy Executive Director, Finance and Administration

**Date:** September 3, 2014

**Re:** Contract Amendment Approval for Website Development, Usability Design, Maintenance and Support

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In March 2013, CMAP issued an RFP for website development, usability design, maintenance, and support and in May 2013, the Board awarded the contract to Workstate. The contract entered into with Workstate assumed that CMAP would supplement the requested work described in the RFP with an employee responsible for the frontend website development and maintenance. The staff employed for this responsibility resigned in April 2014, after working for CMAP for less than two years, similar to previous employees in that position. An extensive recruitment was conducted but no viable candidate was identified. Qualified applicants appear to be interested in primarily internet-based companies with a variety of development challenges and higher salaries, therefore it is difficult to recruit and retain for this position.

To address the recruitment dilemma, the RFP and Workstate's proposal were reviewed and it was determined both provided frontend website development services and could be used for the on-going needs. The cost of the employee (salary, benefits and related cost) was budgeted at \$113,411. It is projected that contracted services for the frontend website developer annually would not exceed 300 hours for maintenance and 700 hours for development. Based on the rates in the existing contract with Workstate, the additional services would not annually exceed \$95,500. The amendment to the contract would be until June 30, 2015, with three one-year options. The maximum increase would not exceed \$382,000.

It is recommended that the Board approve an amendment to the Workstate contract to provide the frontend website development and maintenance not to exceed \$382,000. The funds for the amendment are in the approved FY 2015 UWP operating budget and will require a transfer from staff to contract line items.

**ACTION REQUESTED:** Approval

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