Chicago Park District

Legislation Text

AUTHORIZATION TO PARTICIPATE IN CITY OF CHICAGO CONTRACT 32561 WITH ELECTRONIC KNOWLEDGE INTERCHANGE COMPANY FOR THE MANAGEMENT AND SUPPORT OF THE CHICAGO PARK DISTRICT'S ENTERPRISE CONTENT MANAGEMENT SYSTEM

To the Honorable Board of Commissioners of the Chicago Park District

I. Recommendation

Pursuant to Chapter XI, Section D, 7 of the Code of the Chicago Park District, it is recommended that an order be entered authorizing the General Superintendent and CEO or his designee to participate in the City of Chicago contract 32561 with Electronic Knowledge Interchange Company for application development, management, and support of the Chicago Park District's Enterprise Content Management system. Electronic Knowledge Interchange Company's contract is a product of a City of Chicago publicly advertised Request for Qualifications. No work may commence and no payment shall be made to the contractor to the execution of a written agreement.

II. Award Information

Company:	Electronic Knowledge Interchange Company 33 W. Monroe St., Suite 1050 Chicago, Illinois 60603
Majority Interest:	Robert Blackwell, Jr. 100%
Contract Term:	The term of this City of Chicago ("City") contract is almost six (6) years, beginning on August 14, 2015 and expiring on July 31, 2021, and there are no extension options. The term of the Chicago Park District contract with Electronic Knowledge Interchange will be approximately four (4) years and will expire July 31, 2021 to be co-terminus with the City contract, and like the City contract it will not have any extension options.
Contract Amount:	Not-to-Exceed $3,000,000.00. The amount for the first two (2) years will be approximately $1,500,000.00. Once the CPD migrates to the Cloud it is expected that the annual amount will decrease.
Scope of Services:	Design, integration, configuration, implementation, maintenance and support of the CPD's existing Enterprise Content Management System including licenses for Microsoft SharePoint 2013, Knowledgelake, Nintext Workflow Designer, PerformancePoint Software/Systems.
Affirmative Action Goals:	The Minority and Women Owned Business Enterprise participation for this contract

include: 90% minority owned and 10% women owned. EKI is a City of Chicago certified MBE.

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written Agreement. Authorize the General Superintendent to execute the Agreement and the Secretary to attest to the signing of the Agreement and keep an original copy of the Agreement on file.

III. Budget and Financial Information

Budget Classification: Operating & Capital
Fiscal Year: 2017-2019
Source of Funds: 001.8230.8230.623020.00001.01.01.00001

IV. Procurement Information

The City of Chicago ("City") publicly advertised a target market Request for Qualifications ("RFQ") for Information Technology and Related Services for Various Scope Categories in 2015. The City evaluated Electronic Knowledge Interchange's ("EKI") qualifications package and pre-qualified EKI in four service categories: 1) Application Development; 2) GIS Application Development; 7) IT Management Consulting; and 8) Information Security.

At the time of advertisement, the RFQ included section 3.1.4.12, "Participation by Other Local Government Agencies," which named the Chicago Park District as a local government agency that is eligible to participate in the agreement during the contract term. Additionally, the City contract with EKI also includes this same section. Accordingly, the Director Department of Purchasing of the Chicago Park District submitted the request to participate in this contract to the Chief Procurement Officer of the City on April 24, 2017 and received her approval on May 3, 2017.

V. Explanation

The Chicago Park District ("CPD") is always looking to expand the use of technology to make us more efficient, greener and timelier in the completion of our work as well as automating manual processes whenever possible. Enterprise Content Management ("ECM") is a term covering document management, web content management, search, collaboration, records management, digital asset management, work-flow management, and capture and scanning of paper documents and forms. ECM is primarily aimed at managing the life-cycle of information from initial publication or creation all the way through archival and eventually disposal. ECM aims to make the management of corporate information easier through simplifying storage, security, version control, process routing, and retention. The benefits to an organization include improved efficiency, better control, and reduced costs.

Over the past three years, Electronic Knowledge Interchange ("EKI") has worked with the CPD to build a robust and highly responsive ECM system, enabling the CPD to significantly leverage its SharePoint environment. EKI upgraded and configured the system for additional functionality such as automation of monthly performance statistics and form creation, and enabling over 2000 boxes of CPD paper documents to be archived in electronic form. This ECM technology has helped the CPD bring structure to retention and storage of documents, electronic approval of documents, scanning procedures and collaboration on new and existing documents. EKI will continue to provide ongoing system development, training and support to meet the needs

of the CPD.

Continuing services with EKI will reduce the time, cost and information drain onboarding with a different consultant could produce. Further, EKI has the experience and qualifications to provide all of the services, and therefore it is in the best in interest of the Chicago Park District to authorize the CPD's participation in City of Chicago contract 32561 with Electronic Knowledge Interchange.

VI. General Conditions

1) *Conflicts:* The Agreement shall not be legally binding on the Chicago Park District if entered into in violation of the provisions of 50 ILCS 105, the Public Officer Prohibited Activities Act.

2) *Ethics:* The Chicago Park District's Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of the agreement.

3) *Contingent Liability:* Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become
liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.

4) *Economic Disclosure Statement and Affidavit ("EDS"):* Contractor has submitted a full and complete EDS.