November 14, 2012

ITEM NO. F1

AUTHORIZATION TO ENTER INTO A CONTRACT WITH CATALYST CONSULTING GROUP TO IMPLEMENT A SHAREPOINT ENTERPRISE CONTENT MANAGEMENT SYSTEM

To the Honorable Board of Commissioners:

RECOMMENDATION
It is recommended that the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a contract with Catalyst for the implementation of a SharePoint Enterprise Content Management System in an amount not-to-exceed $4,231,168 for the implementation and two (2) one-year maintenance and support options.

The Executive Vice President (EVP) of Finance, the Office of the General Counsel and the Office of Procurement have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

CORPORATE GOAL
- Streamline operations to make CHA more customer-focused and efficient.

The CHA generates large amounts of electronic and paper records annually in support of its paper-driven, manual processes. This project will enable the CHA to leverage its investment in the Microsoft SharePoint platform by integrating a SharePoint Enterprise Content Management System (ECMS) solution to meet its growing content management and business process support needs. A new SharePoint ECMS solution will provide the complete functionality of automated records management systems and transform enterprise-based, manual processes into automated flows.

FUNDING: General Fund, Fiscal Year 2012 / 2013

SOLICITATION SUMMARY
Specification No.: RFP 12-00934
Vendor: Catalyst Consulting Group, Inc.
Travis Bloomfield
211 West Wacker Drive, Suite 450
Chicago, Illinois 60606

Contract Type: Professional Services
Base Contract Amount: $ 3,735,000.00
Base Contract Period: 2 Years (Implementation)
Maintenance/Support Options: Two (2) One Year Options
Publication(s): Chicago Sun-times, Chicago Defender, Extra
Vendor List: Four Hundred (400)
Pick-up List: Forty-Four (44)

Solicitation Release Date: May 28, 2012
Days Advertised: 30
Addendum/a: 3
Pre-Bid/Proposal Date: May 31, 2012
Solicitation Due Date: June 29, 2012
Assist Agencies: Sixty-Four (64)
Respondents: Four (4)
**M/W/DBE Participation:**

**Direct:**
MBE 51% WBE 3% DBE ___%

**Indirect:**
MBE ___% WBE ___% DBE ___%
Waiver (Yes/No)

**Section 3:**
Hiring ___(#) Subcontracting ___($) Other Economic Opportunities ___($)
KnowledgeLake Advanced Capture module is an intelligent, accurate and scalable automated document processing solution that helps businesses across the industry spectrum.

K2 blackpearl software includes:
- Visual tools to automate business processes, such as document approval, employee onboarding or inventory control.
- Complete workflow and business process management platform that includes: designer, workflow designer for K2 and SharePoint forms, K2 Studio and K2 Designer for Visual Studio.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The EVP of Finance concurs with the recommendation to enter into a two (2) year base term contract with Catalyst to implement a SharePoint Enterprise Content Management System solution, with up to two (2) one-year support and maintenance options.

The CHA recommends the approval to enter into a contract with Catalyst for a two (2) year base term to implement a SharePoint Enterprise Content Management System solution, with up to two (2) one-year maintenance and support options reserved to the CHA.
RESOLUTION NO. 2012-CHA-99

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated November 14, 2012, entitled "AUTHORIZATION TO ENTER INTO A CONTRACT WITH CATALYST CONSULTING GROUP TO IMPLEMENT A SHAREPOINT ENTERPRISE CONTENT MANAGEMENT SYSTEM";

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners ("Board") authorizes the Chief Executive Officer or his designee to enter into a contract with Catalyst Consulting Group to implement a SharePoint Enterprise Content Management System in an amount not to exceed $4,231,168.00, including two (2) one year maintenance and support options.

These awards are subject to each Contractor’s compliance with the CHA’s MBE/WBE/DBE, Section 3 resident hiring, and bonding and insurance requirements.