

AMEND BOARD REPORT 02-0123-PR45

CONSULTING SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Office of Technology Services (OTS) has approved entering into an agreement with Synch Solutions for consulting services to the Office of Technology Services (OTS) at a cost not to exceed \$260,000.00. Consultant was selected on a non-competitive basis because of its overall knowledge of project management, process change and major system change. The authority granted herein shall automatically rescind in the event a written document is not executed within ninety (90) days of the date of this Board Report. Information pertinent to this agreement is stated below.

Extending the term of this agreement to an additional three (3) months is necessary to complete the services. A written amendment is not executed within sixty (60) days of the date of this Board Report.

02-0626-PR22

Synch Solutions
 222 East Erie Street, Suite 605
 Chicago, IL 60611
 John D. Sterling
 Phone: 312-936-1832
 Fax: 312-936-1832
 Email: jsterling@synchsolutions.com

CONSULTANT
 Synch Solutions
 222 East Erie Street, Suite 605
 Chicago, IL 60611
 John D. Sterling
 Phone: 312-936-1832
 Fax: 312-936-1832
 Email: jsterling@synchsolutions.com

Office of Technology Services
 125 South Clark Street
 Chicago, Illinois 60602
 Contact: Elaine B. Williams, Chief Technology Officer

all have the right to terminate this agreement with thirty (30) days

EARLY TERMINATION: The Board shall have the right to terminate this agreement with thirty (30) days written notice.

nt will focus on the development of the overall definition and plan Management Office (PMO) for OTS, the development of a cost development of management processes, workflows, and forms for MO. The procedures to be developed include a uniform process

SCOPE OF SERVICES: The Consultant shall provide the following services for the implementation of a Program Management Office (PMO) for the Office of Technology Services, including but not limited to: benefits analysis for the PMO, and the development of the governance and oversight of the PMO.

of requests for services from clients. The consultant will also identify and coordinate with other consultants to develop a uniform process for requests for services from clients. The consultant will also identify and coordinate with other consultants to develop a uniform process for requests for services from clients.

consultants to develop and project status

DELIVERABLES: Consultant will provide two (2) full-time senior level business consultants to develop the PMO charters and Implementation Plan, develop a Client Request process, and develop a reporting tool.

services having a uniform

OUTCOMES: Consultant's services shall result in the Office of Technology Services having a uniform process for requests for services from clients.

COMPENSATION for consultant shall be paid monthly, based on actual time incurred, not to exceed \$260,000.00.

REIMBURSABLE EXPENSES: None.

Include other relevant terms and conditions in the

AUTHORIZATION: Authorize the General Counsel to inc

all and any documents required to administer or effectuate this agreement.

Technology Office to execut

MBE goals for this contract include:

ALTERNATIVE ACTION: The MA

on Americans 14% Total Hispanic 8% Total Asian 22% Total WBE

25% Total MBE 20% Total WBE

Business Enterprise Contract
er's name:

However, the Waiver Review Committee for minority and women-owned
contract as required by the Revised Remedial Plan for Minority and Women Bu
Particular (MWBE) plan to waive because no contract scope of work