

## Reference Number

22025787

[Award Notice](#)

Open

[Close](#)**Notice**

Help

**Identification**

Reference Number:	22025787
Request ID:	12-65278
Date First Offered	04/03/2012
Title:	DNR Programmatic Tracking System Phase 2
Agency Reference Number:	12-65278
Agency:	DNR - Natural Resources
Purchasing Agency:	DNR - Natural Resources
Purchasing Agency SPO:	Melissa Orrill
Status:	Published

**Overview**

## Description and Specifications:

Hearing Date and Time: April 18, 2012 at 2:00 p.m.

Location: Chicago JRTC Room 9-035, Springfield 349C Stratton

Through federal grant funds, the Department of Natural Resources intends to procure Information Technology application development services to complete the PTS-Programmatic Tracking System Phase 2. This is the Department's online, electronic timekeeping system required to meet the mandates set forth in both federal and state audit findings. The Phase 2 project will include Benefit Accrual as well as Geographical Referencing and Analytical Reporting Services which will make the timekeeping system fully functional.

A public hearing will be held at which time interested parties may testify for or against the sole source determination described in this Notice. If you wish to testify, you must register in advance. Walk-in testimony may be allowed depending on volume of business. See the attached hearing procedure for details.

Contract start date is an estimate.

**Key Information**

Notice Type:	Sole Economically Feasible Source
Notice Stage:	Notice of Hearing
Published:	04/04/2012
Notice Expiration Date:	04/19/2012

**Sole Source Only Justification:**

Capitol Strategies Consulting, along with Agency application development staff, completed Phase 1 of PTS-Programmatic Tracking System. Capitol Strategies Consulting was involved in the design, development, testing and implementation phases of the initial portion of this project and was also involved with requirements documentation in preparation for the second phase of this system. Capitol Strategies Consulting has the knowledge and expertise related to this application to allow the system to become fully operational and to provide programming development history to Agency staff for future maintenance of the system.

**Accordance with Admin Rule:**

< Compatibility of equipment, accessory, parts, or service is paramount consideration

**Professional & Artistic:**

No

**Small Business Set-Aside:**

No

**Does this solicitation contain a BEP or No**

**DBE requirement?:**

**Relevant Category:**

IT

**Total Amount of Award:**

\$350,000.00 (Total Dollar Value Only/Includes Any Renewal Options)

**Estimated/Actual Value Description:**

Estimated

**Length of Initial Term:**

20

**Contract Begin Date:**

05/01/2012

**Contract End Date:**

12/31/2013

**Renewal Terms:**

0

**Bidder(s)**

Number of Responding Bidders: 1

Number of Unsuccessful Responsive Bidders: 0

Bidders:

Total Number Awarded: 1

Listing of All Bidders/Offerors Considered But Not Selected:

not applicable

Source Selection: N/A

**Vendor(s) Selected for Award**

**Vendor Name**

**Amount of Award BEP Goal % DBE Goal %**

[Capitol Strategies Consulting](#)

\$350,000.00

0%

0%

**Notice**

**Contact**

Name:

Adam Alstott

Street Address:

401 South Spring Street  
518 Stratton Building

City: Springfield  
State: IL  
Zip Code: 62706  
Phone: 217-558-3724  
Fax Number: 217-558-5407  
EMail Address: adam.alstott@illinois.gov

### Class Code

Class Codes: E130 EDP; Programming Services

### Attachments

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

- File Attachments:
- [SSJF1\\_PTSII.pdf](#) (152993 Bytes)
  - [SSHearingProcedurePTS.pdf](#) (31448 Bytes)

**Sole Source Justification Form  
Part I**

Requesting Agency/University: Natural Resources  
 Name of Requestor: Randall Collins  
 Project Title: Programmatic Tracking System Phase 2  
 Vendor: Capitol Strategies Consulting  
 Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 350000

Date: 3/5/2012      Bulletin or Reference Number: 22025787  
 Department/Bureau/Section: Office of Strategic Services

Value is:  Actual     Estimated

**Term**

- One-Time Purchase  
 Term Contract

Proposed Sole Source Contract Begin Date: 5/1/2012

Proposed Sole Source Contract End Date: 12/31/2013

**Renewals**

# of Potential/Remaining Renewals: 0      Length of Each Renewal in Months: 0      Total Value of All/Remaining Renewals: \$ 0

- This is a:     New Sole Source       Pre-Negotiated Sole Source Renewal  
 New Sole Economically Feasible Source     Change Order or Amendment to an Existing Sole Source

Professional and Artistic?  Yes     No      Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Provide a description of the supplies or services required: The Department of Natural Resources intends to procure Information Technology application development services to complete the PTS-Programmatic Tracking System Phase 2. This is the Department's online, electronic timekeeping system required to meet the mandates set forth in both federal and state audit findings.

**Funding**

Select the type of funding to be used (check all that apply):

- Federal Funds     State Appropriated Funds     State Grant Funds     Other (Explain):

This purchase is economically only available from a single source because it is:

- Art or Entertainment Services or Athletic Events
- Compatibility of Equipment, Accessories, Replacement Parts or Service
- Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Contract Holder
- Federal/State Grant Requires Contract with Vendor
- Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s):
- Item is to be Procured for Commercial Resale
- Items Are Needed for Trial Use or Testing
- Media for Advertising
- Necessary Adjustment of Utility Facilities in Conjunction with Highway Construction
- Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)
- Public Utility Regulated Services
- Radio and Television Broadcast Rights
- Railroad Crossings/Facilities Alterations – Proprietary
- Software License/Upgrade/Maintenance
- Other (Explain):

Has the Agency or University purchased these supplies/services in the past?     Yes     No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term:	Term From:	Term To:	Value	Description:	Contract Number:	Type:
One	1/13/2011	6/30/2011	\$ 9956	PTS Phase 1 Enhancements	CMCE300170 (CMS master contract)	Competitively Bid
Two	3/23/2009	12/31/2009	\$ 270375	PTS Phase 1 for DNR Intranet Sharepoint	CMCE300170 (CMS master contract)	Competitively Bid
Three			\$			Select One
Four			\$			Select One
Five			\$			Select One
Six			\$			Select One
Seven			\$			Select One
Eight			\$			Select One
Nine			\$			Select One
Ten			\$			Select One

If more than 10 years, explain:

**Business Rationale**

1. Provide a detailed explanation of the need for the supplies or services: The Department is currently transitioning from a predominantly manual timekeeping system to an electronic system, the Programmatic Tracking System (PTS). This system is being implemented to comply with both federal and state audits as well as a means to streamline a cumbersome manual process. In addition, the mainframe portion of the current system does not account for tracking time at a fine enough detail for federal reporting requirements.
2. Why are the requested supplies or services the only one that can satisfy your requirements? By using this Sole Source, the Department will be able to keep the institutional knowledge of the vendor thus, reducing start-up cost as well as eliminating the need to educate another vendor on what has already transpired. In addition, part of the services requested will be the transfer of knowledge to the Department's Programming staff in order to maintain this system once this contract is over. This knowledge also includes the previous programming done for the Programmatic Tracking System (PTS). Another vendor would not be able to provide that expertise or service and therefore would result in additional expenses for the Department to maintain the system.
3. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications: Part of what is being required of this service is to complete the Benefit Accrual/Deduction portion of the Programmatic Tracking System (PTS). Over six months of requirements gathering have already been completed as well as conceptual design of that portion of the system. If another vendor is utilized, that portion would basically need to be recreated due to the complexity of the system and would hinder the completion of the project in the timeframe required.
4. If services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: The Department and the vendor have a history of working together on the PTS-Programmatic Tracking System. The vendor, along with Department application development staff, completed Phase 1 of PTS-Programmatic Tracking System. It is the best economically feasible solution to have this vendor continue to complete the Department's entire timekeeping system. The vendor was involved in the design, development, testing and implementation phases of the initial portion of this project and was also involved with requirements documentation for the second phase of this system. This vendor alone has the knowledge and expertise related to this application to allow the system to be completed before the end of the federal grant funding this project. In addition, due to unusual time constraints on Phase 1, knowledge transfer from vendor programmers to the Department programmers did not happen. If this vendor is not selected, then the transfer of knowledge (enabling the Department to maintain the system) will more than likely be lost.
5. Were alternative supplies or services evaluated?  Yes  No
  - 5a. If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility:
  - 5b. If no, why were alternatives not evaluated? The vendor has demonstrated that they have qualified application developers on staff to complete complex information technology projects such as this through the completion of PTS-Programmatic Tracking System Phase 1. During Phase 1, the developers worked closely with the Department's own Information Technology staff to ensure that the project was completed satisfactorily and met the needs of the US Fish and Wildlife Service State Wildlife Grant agreement requirements. The vendor is also familiar with the needs of state agencies from administrative procedures to contracting mechanisms through similar projects they have completed with other Illinois state agencies. The vendor's rates and services are comparable to other Information Technology Development firms in the industry. All of these factors combined provide justification for why other alternatives were not evaluated.
6. What efforts were made to get the best possible price? The Department has negotiated a blended hourly rate with the vendor that is within industry standards.
7. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need?  Yes  No
  - 7a. If yes, please provide details regarding future obligations and/or needs:
8. Why is the price for this purchase considered to be fair and reasonable? The blended hourly rate of the vendor is within industry standards.
9. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: N/A
10. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required? If this request for a sole economically feasible source contract is not approved then the Department will need to start the lengthy Invitation For Bid (IFB) process. With the time restraints of the US Fish and Wildlife Service's grant, this method of procuring the contract is not feasible. If another vendor were selected through this process, the cost of the project would also be prohibitive due to the fact that another vendor would need to charge a considerable amount of time to become familiar with the complexity of PTS Phase 1 as well as the Phase 2. In addition, the investment in six months of requirements gathering would be lost if Phase 2 is not implemented.

If the Department is unable to complete this project, there is the possibility that the US Fish and Wildlife Service would request that the funds for Phase 1 and Phase 2 be returned due to the incomplete status of the project. Additionally, the Department would still be out of compliance with the federal and state audit findings.

**Agency Representative Signature Required**

I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct.

  
Agency Representative Signature

Randall Collins  
Printed Name

3/8/12  
Date

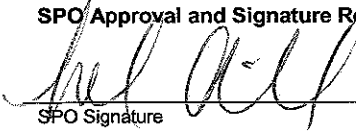
217-785-4502

Agency Representative Telephone Number

randall.collins@illinois.gov

Agency Representative Email Address

**SPO Approval and Signature Required**

  
SPO Signature

Melissa Orrill  
Printed Name

8 Mar 12  
Date

217 782-5695  
SPO Telephone Number

Melissa.Orrill@illinois.gov  
SPO Email Address

**Public Hearing—Registration Requirement**

A public hearing will be held at which time interested parties may testify for or against the sole/sole economically feasible source determination described in this Notice. If you wish to testify, you must register in advance. Walk-in testimony may be allowed depending on volume of business.

Hearing details:

Date and time: **April 18, 2012 at 2:00 p.m.**

Location: **Chicago JRTC Suite 9-035 will connect via video conference with Springfield 349C Stratton**

Registration:

Deadline to register: April 16, 2012 at 5:00 p.m.

Requests to submit comments/testimony should be sent to Notice Contact Adam Alstott.

**Written Comments—Submission.**

Written comments may be submitted in lieu of or in addition to oral testimony. Written comments must be received no later than the Notice Expiration Date mentioned in this Notice. If submitted by mail, you must allow sufficient time for comments to reach the destination by the deadline. Submit written comments to the Notice Contact identified later in this Notice.

**The Hearing Procedure will be as follows:**

Hearing Procedure

The CPO shall designate one to three State employees to act as the Hearing Committee to hear and consider evidence and make a recommendation to the CPO regarding the validity of the sole source determination. The CPO shall designate a Presiding Officer from among the Hearing Committee members, who shall be responsible for the orderly conduct of the meeting by exercising discretion in

- a. starting and ending the hearing
- b. setting the order of activities
- c. setting reasonable time limits for oral statements
- d. resolving any conflicts that may arise during the hearing.

The hearing is for the purpose of receiving information from the public in a reasonable manner. Formal rules of evidence will not apply, nor will the hearing be conducted in the manner of a trial. The Committee may produce minutes of the hearing and may record it to aid in producing minutes.

The Presiding Officer shall have the Procuring Agency's sole/sole economically feasible source determination as posted to the Procurement Bulletin placed into the record and a copy shall be posted in the meeting room.

A representative of the Procuring Agency shall attend the hearing and confirm the determination.

Public Comments and Testimony. Interested parties wishing to comment for or against the determination may do so in writing or in person.

Written Comments. All written comments received by the Notice Closing Date will be considered. All such comments shall be considered public record and open to review by the public.

*Testimony. Any party who wishes to testify must register in advance to guarantee an opportunity to testify. Registration begins on the date the Notice is posted to the Bulletin. Registration information will be stated in the Notice. Individuals who have not registered in advance may be heard, time permitting, at the discretion of the Presiding Officer. An individual will be heard only once on a particular item.*

*No Written Comments, No Testimony. If the Committee has not received any written comments and no one has registered to testify for a particular item, those facts shall be noted and the hearing shall be concluded for that item.*

*Written Comments; No Testimony. If the Committee has received written comments, but no one has registered to testify, the name and affiliation of any person submitting written comments shall be stated, and the hearing shall be concluded for that item.*

*Testimony; with or without Written Comments. If the Committee has received a request to testify or has received written comments, the name and affiliation of any such person shall be stated. Individuals who have registered to testify will be called and given the opportunity to state their case. Individuals who did not register in advance will be allowed to testify time permitting at the determination of the Presiding Officer.*

*Each party testifying must complete a witness slip and provide it to the Presiding Office as instructed.*

*Each interested party shall have at least three minutes to present their position with more time allowed at the discretion of the Presiding Officer based on the complexity of the issue and the press of other business at the hearing.*

*Members of the Committee may ask questions or request further written information.*

*Members of the Committee will not respond to substantive questions at the hearing nor make commitments regarding the content of their recommendation.*

*The Presiding Officer may terminate an individual's right to address the Committee if the individual becomes abusive or persists in presenting irrelevant information.*

*Committee Review of Evidence and Recommendation. After conclusion of the hearing the Committee shall review the Procuring Agency's determination, any information obtained from public comment (written or oral), the applicable sections of the Procurement Code and Rules, and any other information deemed relevant. The Committee shall make a written finding and recommendation to the Chief Procurement Officer by simple majority decision based on a preponderance of evidence.*

*CPO Makes Final Decision. The Chief Procurement Officer shall make the final decision in writing after considering the Committee's finding and recommendation.*

*The final decision of the CPO shall be placed in the procurement file.*

*If we decide to cancel the award, we will publish notice of that action in a subsequent issue of the Bulletin.*