

Office of the Illinois State Treasurer
Michael Frerichs

Sole Source Procurement Notice

Professional Services Agreement for Consultant Services Related to
Database Administration and Application Development

Levi, Ray & Shoup, Inc.

June 28, 2018

I. Introduction

The Office of the Illinois State Treasurer (the “Treasurer”) is issuing this Sole Source Procurement Notice pursuant to Section 1400.2025 of the Office of the Treasurer Procurement Rules (the “Rules”), 44 Ill. Admin. Code 1400.2025(e).

The Treasurer entered into a small purchase contract (the “Contract”) with Levi, Ray & Shoup, Inc. (“LRS”) in order to retain a database administrator consultant to perform the following services:

- (a) provide advice, daily management, and configuration assistance with Microsoft SQL and Microsoft Server;
- (b) help create a project charter to upgrade the Microsoft SQL server; and
- (c) provide guidance on various related information technology (“IT”) matters for a limited duration.

The Contract also provided for the retention of an application developer consultant to perform the following services:

- (a) provide advice and configuration assistance with applications developed and supported within the Treasurer’s Office;
- (b) help assess the current technology framework in use today;
- (c) provide guidance to junior developers;
- (d) help create a project charter to upgrade the application development technology; and
- (e) provide guidance on overall system development lifecycle management.

The Treasurer has also issued a Request for Proposals Information Technology Infrastructure Improvement Services # 370-600-18-003 (the “RFP”), which may provide another avenue by which to obtain similar services. However, that RFP process is not complete, with responses due July 11, 2018.

Pending completion of the RFP process, the Treasurer wishes to continue to retain LRS for a limited duration to continue certain services provided.

II. Chief Procurement Officer

The Chief Procurement Office who will perform this Sole Source Procurement is:

Mr. Jim Underwood
Chief Procurement Officer
Illinois State Treasurer's Office
400 West Monroe, Suite 401
Springfield, Illinois 62704
Phone: (217) 782-1708
E-mail Address: junderwood@illinoistreasurer.gov

III. Name of Proposed Sole Source Vendor

Levi, Ray & Shoup, Inc.
2401 West Monroe
Springfield, IL 62704

IV. Brief Description of What Vendor Will Do or Provide

LRS will provide a Database Administrator consultant to provide advice, daily management, and configuration assistance with Microsoft SQL and Microsoft Server; help create a project charter to upgrade Microsoft SQL server; and provide guidance on various related IT matters for a limited duration. LRS will also perform the following services:

- (a) Develop alerting and monitoring functionality for the Microsoft SQL product line;
- (b) Develop scheduled maintenance jobs for SQL;
- (c) Review the Treasurer's current Microsoft SQL footprint and help layout and plan upgrades, migrations, and consolidation;
- (d) Troubleshoot application related issues as they arise;
- (e) Assist with migrating services to Azure cloud services; and
- (f) Assist the Treasurer with configuring and researching Microsoft SQL and services.

V. Contract Price

\$95.00 per hour for all services. Compensation shall not exceed \$15,200.00, unless agreed to in writing by the Treasurer.

VI. Reason Why LRS was Determined to be the Sole Economically Feasible Source

It is appropriate for LRS to be used for this sole source procurement because it is necessary for the services described above to be provided consistently and without interruption in service, and therefore "compatibility of [] service is a paramount consideration." Waiting for the selection of another vendor through the RFP process would result an interruption of these services. Given the familiarity LRS has developed with the Treasurer's relevant systems, LRS is the only suitable source to continue these services.