



Purchasing Division
 18 North County Street, 9th Floor
 Waukegan, Illinois 60085-4350
 Phone 847-377-2992
 Fax 847-984-5889
 purchasing@lakecountyil.gov

Award Information

Contract Information

Purchase Description: **Audit of Contract Deliverables for E-Filing Implementation**

Contract Start Date: **May 15, 2019**

Initial Term: **The contract will commence upon final execution with an anticipated completion date of September 15, 2019**

Term Dates: **None**

Renewals: **None**

Vendor Information

Company Name: **Berry Dunn McNeil & Parker LLC**

Address: **100 Middle Street**
Street Address *Suite/Unit #*

Portland **ME** **04101**
City *State* *ZIP Code*

Contact Name: **Doug Rowe**

Funding Account Description: _____

Budget Information: _____

Department: **Circuit Clerk's Office**

Department Contact: **Patrice Evans** Award Amount: **\$71,984**

Bid / RFP Information

Registered Vendors: **22** Responses Received: **2**

Intent:

Lake County sought proposals from qualified firms to provide professional consulting services related to the validation of the implementation of a custom developed e-filing solution for the Circuit Court Clerk and to determine whether: (a) contracts were awarded properly and for work related to the project; (b) revenues from the Special Revenue Fund and/or the General Fund were expended appropriately for expenses related to the project and; (c) there was compliance with applicable county, state, and federal laws as it relates to expenditures from the Special Revenue Fund.



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Scope of Work

Responsibilities of the Consultant:

- Complete an analysis of all invoices associated with respective contracts and confirm receipt of deliverables as defined in the payment schedule.
- Meet with the various functional users/stakeholders to understand the functional requirements of the e-filing system.
- Meet with technical resources in the Department of Information Technology to become familiar with the technical architecture of the system.
- Provide a thorough review of the requirements provided in the Agreements and documentation on the status of receipt of each.
- Establish a testing procedure to validate the functionality of the requirements met.
- Review all invoices submitted and validate that deliverables were received prior to payment.
- Prepare a written report detailing the findings.

Responsibilities of the County:

- Provide third party access to the County's network to evaluate the e-filing system.
- Provide access to the source code for the software
- Designate staff to train the Consultant's on the functional use of the system.
- Designate staff to assist with understand the technical architecture of the system.
- Provide access to all documentation related to the project and funding sources.

Department Recommendation:

Lake County Purchasing received two proposals in response to the Audit of Contract Deliverables for E-Filing Implementation. Based on the criteria set forth in the Request for Proposal, the Evaluation Committee selected Berry Dunn McNeil & Parker LLC. Therefore, we are recommending award to Matrix Consulting Group in an amount not to exceed of \$71,984