



## MEMORANDUM

**To:** CMAP Board

**From:** William Barnes, Deputy of Regional Policy and Implementation

**Date:** April 28, 2025

**Subject:** Authorization to amend contract C-24-0063 with Matrix Management Institute, Inc., for RFP 293 Matrix Management Consultancy and Training for an additional amount of \$197,750 for a total not to exceed the amount of \$385,750 and extend

**Action Requested:** Approval

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### Purpose

Chicago Metropolitan Agency for Planning is seeking to amend its existing contract with Matrix Management Institute, Inc. to facilitate CMAP's transition to a matrix management organization.

### Background

On April 25, 2024, Chicago Metropolitan Agency for Planning entered to a contract with Matrix Management Institute, Inc. (hereinafter "Contractor") identified as contract number C-24-0063. The authorized term for said contract is up to 18-months with one, one-year optional renewal for an amount not to exceed \$180,000.

CMAP competitively procured the contractor's services for the purpose of exploring whether matrix management was an appropriate fit with agency operations. In this fashion, MMI has brought its proprietary matrix management approach, tools and trainings to assist CMAP's effort to introduce matrix management to its operations. Since executing the contract, CMAP's management, executive and project teams have taken several trainings on MMI's approach to project pipeline management and project scoping/management.

Work is now underway at CMAP to apply MMI's proprietary approach to assess and prioritize the agency's current workload (projects, initiatives and programs). Work is also underway to apply their proprietary project management approach and tools to existing CMAP projects. Two pilot project teams have been trained in the approach with the expectation that the projects will be scoped using Contractor's tools and philosophy. A third mission-critical and agency-wide project will undergo similar training and scoping beginning in May 2025. The agency has committed to applying the philosophy to its existing and future work. To do so, CMAP seeks to

amend the existing contract to allow for additional scope beyond the initial “trial” scope, increase the do not exceed amount and exercise the contract’s sole one year extension. Doing so will allow for the implementation of a sustainable matrix management roll-out at CMAP.

**Request**

Authorization to amend contract C24-0063 with Matrix Management Institute, Inc. for Matrix Management Consultancy and Training for the additional amount of \$197,750 for a total not to exceed amount of \$385,750 and exercise the one-year renewal option.