



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order and enter into an agreement for Contract 10-RFP-17, On-Site Training Services: Workplace Violence Awareness Training, with Human Resources Solutions & Services, LLC, in an amount not to exceed \$138,150.00, Account 101-25000-601170, Requisition 1313699

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Date	Ver.	Action By	Action	Result
12/2/2010	1	Committee of the Whole	Recommended	Pass
12/2/2010	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 2, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement for Contract 10-RFP-17, On-Site Training Services: Workplace Violence Awareness Training, with Human Resources Solutions & Services, LLC, in an amount not to exceed \$138,150.00, Account 101-25000-601170, Requisition 1313699

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Human Resources Solutions & Services, LLC (HRSS) to develop and deliver a workplace violence awareness training program for all District employees and supervisors in 2011, including a group of District employees assigned to the District's threat management team. This is the first time training on this subject will be provided to District employees. It will inform them of Administrative Procedure 10.40.0, Workplace Violence, which was approved in September, 2010 and defines the responsibilities of the District, employees and supervisors for reporting and addressing threats or acts of workplace violence. Objectives of this training also include communicating the District's zero-tolerance policy regarding workplace violence and prohibited behaviors; teaching skills for recognizing and reporting warning signs of potentially violent behaviors; and developing skills for maintaining a safe, civil and respectful workplace. The training will begin in January 2011 and will be completed by June 30, 2011.

Two hundred thirty-one (231) firms were invited to submit proposals in response to Request for Proposal 10-RFP-17, which was advertised on August 11, 2010. The District received five proposals on September 3, 2010 as follows: A & R Security Services, Inc; Human Resources Learning Center LLC; Human Resources Solutions & Services, LLC; Sem Security Management; and SkillPath Seminars.

Staff from the Procurement and Materials Management and the Human Resources Departments

independently evaluated each proposal on a number of criteria, including effectiveness of training format and curriculum which would contribute to an interactive, informative and comprehensive learning experience. Finalist interviews were held with all Proposers. The HRSS proposal had the highest overall rating of the five finalists.

HRSS has an established workplace violence and awareness program, and co-authored a nationally-published Workplace Violence comprehensive training program sponsored by the National Transit Institute/Federal Transit Administration. Its training team consists of trainers with specific expertise in workplace violence training in both the private and public sectors. HRSS will use best practices in adult-learning methods to present a workplace violence and awareness training program in three formats: a one-day training program for the threat management team, a half-day program for supervisors and a half-day program for employees.

The Affirmative Action Section reviewed the request for proposal and concluded Appendix A should not be included because the District requires the program to be developed and administered by a single vendor.

Inasmuch as the recommended vendor possesses a high degree of professional skill and expertise in the area of workplace violence training, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement as per Section 11.4 of the Purchasing Act, with Human Resources Solutions and Services, LLC, in an amount not to exceed \$138,150.00.

Funds are being requested in 2011, in Account 101-25000-601170, and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Denice E. Korcal, Director of Human Resources DEK:ADM

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda will be documented in the Official Regular Board Meeting Minutes of the Board of Commissioners for December 2, 2010