



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 18-RFP-21 Psychological Evaluations and Fitness for Duty Examinations for Selected Employees with Center of Police Psychological Services (COPPS) in an amount not to exceed \$50,400.00, Account 101-25000-612260, Requisition 1501613

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Date	Ver.	Action By	Action	Result
2/21/2019	1	Committee of the Whole	Recommended	Pass
2/21/2019	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 21, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 18-RFP-21 Psychological Evaluations and Fitness for Duty Examinations for Selected Employees with Center of Police Psychological Services (COPPS) in an amount not to exceed \$50,400.00, Account 101-25000-612260, Requisition 1501613

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with COPPS to perform Psychological Evaluations and Fitness for Duty Examinations for Selected Employees for the period from March 1, 2019 through December 31, 2021.

On October 10, 2018, request for proposal 18-RFP-21 Perform Psychological Evaluations and Fitness for Duty Examinations for Selected Employee was publicly advertised. Ninety (90) firms were notified and nine (9) requested proposal documents. On November 9, 2018, the District received one (1) responsive proposal from COPPS.

The proposal was evaluated by staff from the Human Resources Department and the Procurement and Materials Management Department. The criteria for this evaluation was outlined in request for proposal Contract 18-RFP-21 and included: understanding of the services to be provided; approach to the work; experience and technical competence; personnel effectiveness; financial stability; compliance with insurance and licensure requirements; and cost.

Following the preliminary evaluation of the proposal, excluding cost, the proposer was deemed to be a finalist and was invited to an interview conducted on January 10, 2019. On January 22, 2019, a solicitation was sent

to the finalist that participated in the interview requesting an unqualified “best and final” offer. The “best and final” offer was returned to the Director of Procurement and Materials Management on January 29, 2019.

Based on the evaluation of proposal and interview, it is recommended that a purchase order be awarded to Center of Police Psychological Services. COPPS is a Chicago-based firm that has been providing psychological evaluations and fitness for duty examinations to police departments, public safety commissions and private sector employers since 2013. Clients of COPPS include the Chicago Police Department, Illinois State Police, Schaumburg Fire and Police Commission, SIU Department of Public Safety, other local Police Departments, private sector employers and other public sector non-police units. The psychologists at COPPS are carefully selected and highly trained to provide psychological evaluations, and are actively involved in professional organizations and continuing education in an effort to ensure their services are in line with the most up-to-date laws and regulations that govern this practice. Additionally, the measures utilized as part of the evaluation are recognized nationally, and are industry standard for fitness for duty evaluations. They are legally-defensible and scientifically validated measures.

The Diversity Section reviewed the request for proposal and concluded that Appendix A would not be applicable since the estimated expenditures are below \$100,000.00.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to award a contract to COPPS in the amount of \$50,400.00. The estimated expenditures are \$10,400.00 in 2019, \$20,000.00 in 2020, and \$20,000.00 in 2021. Funds are available in Account 101-25000-612260 for 2019. Funds for 2020 and 2021 are contingent on the Board of Commissioners’ approval of the District’s budget for those years.

Recommended, Beverly K. Sanders, Director of Human Resources
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for February 21, 2019