



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0801, Version: 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 19, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue a purchase order and enter into an agreement for Contract 19-RFP-18, On-Site Training Services: Sexual Harassment and other Inappropriate Workplace Behaviors and the Value of Diversity for a Three-Year Period with HR Solutions and Services, LLC, in an amount not to exceed \$296,700.00, Account 101-25000-601100, Requisition 1517973 (*Deferred from the September 5, 2019 Board Meeting*) (*As Revised*)

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with HR Solutions and Services, LLC to develop and deliver on-site training services on sexual harassment and other inappropriate workplace behaviors and the value of diversity for the period October 1, 2019 through December 31, 2021.

On April 10, 2019, Request for Proposal 19-RFP-18, On-Site Training Services: Sexual Harassment and other Inappropriate Workplace Behaviors and the Value of Diversity for a Three-Year Period was publicly advertised. Three hundred and sixty-two (362) firms were notified and thirty-nine (39) requested proposal documents. On May 17, 2019, the District received nine (9) responsive proposals from the following vendors: Clark Baird Smith LLP; HR Solutions and Services, LLC; MRA - The Management Association Inc.; Ottosen Britz Kelly Cooper Gilbert & Dinolfo LTD; The Prinz Law Firm; Reflection Software; Sikich LLP; Smith Amundsen LLC; and Willis Towers Watson.

The proposals were evaluated by staff from the Human Resources and Procurement and Materials Management Departments. The criteria for these evaluations were outlined in Request for Proposal 19-RFP-18 and included: understanding of the project; approach to work; technical competence; financial stability; and cost of services. Following the preliminary evaluation of proposals, three (3) proposers were deemed to be finalists and were interviewed on July 10, 2019. A solicitation was sent to each of the finalists on July 15, 2019 for an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on July 22, 2019.

HR Solutions provided a training plan approach that best meets the needs of the District. The training outline in the written proposal was very detailed and the proposed objectives and training tools are well suited for the requested instructor-led training. The sample proposed training workbook communicated the course material in easily understandable language and is designed for an interactive class experience. The lead trainer and two other trainers had impressive resumes; wherein, they worked for the government in the area of civil rights or as a judicial review officer. They presented themselves as trainers that can manage the courses very effectively to achieve the scope of work. HR Solutions succinctly demonstrated their extensive training experience in the area of sexual harassment awareness and diversity.

Based upon the evaluation of the proposals using the criteria described above and the pricing provided in the "best and final" offers, it is recommended that a contract for on-site training services for sexual harassment and other inappropriate behaviors and the value of diversity training be awarded to HR Solutions and

Services, LLC. On-site training for employees on the District's administrative policies and procedures on harassment, discrimination, retaliation and reporting is planned for years 2019 and 2021. The agreement will also include training on valuing diversity in the workplace to be conducted in 2020.

The Diversity Section reviewed the request for proposal and concluded that Affirmative Action goals are not applicable to this contract because the requested services do not provide practical or cost effective opportunities for subcontracting.

Inasmuch as the firm of HR Solutions and Services, LLC possesses a high degree of professional skill, experience with the Equal Employment Opportunity Commission (EEOC), an understanding of the District's work environment, and provided work samples of training materials and situational exercises well suited for the training needs of the District, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$296,700.00.

Funds for the 2019 expenditure, in the amount of \$98,900.00, are available in Account 101-25000-601100. The estimated expenditures are \$98,900.00 in 2020 and \$98,900.00 in 2021. Funds for the 2020 and 2021 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, 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 September 19, 2019

Attachment