



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Authorization to enter into agreements with the Board of Regents of the University of Wisconsin System, through the University of Wisconsin-Madison, Illinois Institute of Technology, and Lake Forest Graduate School of Management pursuant to Contract 14-RFP-21R, Master Agreement for Professional Development Courses for a Three-Year Period (Re-Bid), beginning January 1, 2015 and continuing through December 31, 2017.

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Date	Ver.	Action By	Action	Result
11/20/2014	1	Board of Commissioners	Approved	Pass
11/20/2014	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 20, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to enter into agreements with the Board of Regents of the University of Wisconsin System, through the University of Wisconsin-Madison, Illinois Institute of Technology, and Lake Forest Graduate School of Management pursuant to Contract 14-RFP-21R, Master Agreement for Professional Development Courses for a Three-Year Period (Re-Bid), beginning January 1, 2015 and continuing through December 31, 2017.

Dear Sir:

Authorization is requested to enter into agreements with the Board of Regents of the University of Wisconsin System, through the University of Wisconsin-Madison, Illinois Institute of Technology, and Lake Forest Graduate School of Management to develop and deliver various continuing professional development courses for the District between January 1, 2015 and December 31, 2017.

On July 16, 2014, Request for Proposal 14-RFP-21R, Master Agreement for Professional Development Courses for a three-year period was publicly advertised. Two hundred seventy-nine (279) firms were notified and thirty-one (31) requested proposal documents. On August 15, 2014, the District received ten (10) responsive proposals from the following vendors: Brilljent, LLC., Communica Global, LLC., Illinois Institute of Technology, Lake Forest Graduate School of Management, MBA Project Solutions Corporation, Moraine Valley Community College, ProBizAssoc.com., Reflection Software, University of Wisconsin System, through the University of Wisconsin-Madison, and Urban GIS, Inc.

The proposals were evaluated by staff from the Human Resources, Procurement and Materials Management, Engineering and Maintenance and Operations Departments. The criteria for these evaluations were outlined

in Request for Proposal 14-RFP-21R and included: understanding of the project, approach to work, technical competence, financial stability, cost of services, compliance with insurance requirements and submission of all necessary licenses and permits. Following the preliminary evaluation of proposals, three (3) proposers were deemed to be finalists and were interviewed on October 17, 2014. A solicitation was sent to each of the finalists on October 23, 2014 for an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on October 28, 2014.

Master agreements were established for engineering professionals in 2009 and in 2011 for the non-engineering employees and have been utilized for the past five years to provide professional development courses for employees across multiple departments.

Based on the overall success of previous master agreements, the objective is to enter into agreements with both universities and Lake Forest Graduate School of Management to provide optimal flexibility in addressing the training needs of the District's professional engineering and non-engineering staff on an as-need basis. This arrangement will not preclude obtaining training from other sources if necessary.

The training anticipated under these agreements may include engineering and non-engineering topics such as: design and construction of wastewater collection and treatment facilities; public works construction, stormwater and floodplain management; water quality and hydrology; arc flash training; project management for engineers; sustainability; leadership; technical writing; compliance with federal and state environmental regulations; and forecasting techniques for financial/management analysts.

As specific training needs are identified, the University of Wisconsin-Madison, Illinois Institute of Technology, and Lake Forest Graduate School of Management, will be requested to submit training proposals based on a number of factors. These factors include faculty availability, areas of expertise and the desired delivery method (i.e., live instruction or video conferencing). The response to the Request for Proposal 14-RFP-21 (Re-bid) has established the cost for all such instruction.

Each purchase order awarded pursuant to this agreement will be subject to the approval of the Director of Procurement and Materials Management and the Board of Commissioners, as may be appropriate, based on the dollar value of the services. The funding for the training will be provided primarily through the departments receiving the training.

The Diversity Section reviewed the request for proposal and concluded that Appendix A should not be included because the vendors who perform these services are educational institutions.

Inasmuch as the recommended universities and Lake Forest Graduate School of Management possess a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to enter into agreements with the Board of Regents of the University of Wisconsin System, through the University of Wisconsin-Madison, Illinois Institute of Technology and Lake Forest Graduate School of Management as per Section 11.4 of the Purchasing Act.

Requested, Denise E. Korcal, Director of Human Resources

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:DEK:SOM:sb

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 November 20, 2014