



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Details (With Text)

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**Title:** Report on advertisement of Request for Proposal 17-RFP-34 Master Agreement for Professional Development Courses for a Three-Year Period, Account 101-25000-601100

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8/3/2017	1	Board of Commissioners	Published and Filed	Pass
8/3/2017	1	Committee of the Whole	Recommended	Pass

### TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 3, 2017

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-34 Master Agreement for Professional Development Courses for a Three-Year Period, Account 101-25000-601100

Dear Sir:

Request for Proposal documents have been prepared for Master Agreement for Professional Development Courses for a Three-Year Period at the request of the Human Resources Department.

The purpose of this contract is to select universities or other organizations experienced in the development and delivery of professional training to provide courses and seminars for the engineering and scientific fields and non-scientific professions in areas such as Human Resources, Finance, Law, Procurement, General Administration, Information Technology and Treasury. This is an indefinite delivery, indefinite quantity contract to provide specialized training on an as-needed basis. The courses and workshops are typically one (1) to five (5) days in duration and cover topics from introductory to advanced levels.

There is no cost estimate for this contract, because it is an indefinite delivery, indefinite quantity contract that will be used on an "as needed" basis.

A bid deposit is not required for this request for proposal.

Appendix A will not be included in this contract because the vendors available to bid or perform the services are primarily educational institutions that use their own staff on an "as needed" basis.

The tentative schedule for this contract is as follows:

Advertise	August 23, 2017
Proposals Received	September 29, 2017
Award	December 7, 2017
Completion	December 31, 2020

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB  
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management  
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for August 3, 2017