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Type:	Agenda Item	**Status:**	Deferred	
File created:	8/4/2010	**In control:**	Procurement Committee	
On agenda:	8/12/2010	**Final action:**	8/12/2010	
Title:	Issue purchase order and enter into an agreement for Contract 10-RFP-06, On-Site Training Services: Human Resources Internal Consulting Skills Training, with Lake Forest Graduate School of Management, in an amount not to exceed $14,775.00, Account 101-25000-601170, Requisition 1309922			
Sponsors:				
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Attachments:				

Date	Ver.	Action By	Action	Result
8/12/2010	1	Committee of the Whole	Deferred	Pass
8/12/2010	1	Board of Commissioners	Deferred	

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 12, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement for Contract 10-RFP-06, On-Site Training Services: Human Resources Internal Consulting Skills Training, with Lake Forest Graduate School of Management, in an amount not to exceed $14,775.00, Account 101-25000-601170, Requisition 1309922

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Lake Forest Graduate School of Management (LFGSM) to develop and deliver an internal consulting skills training program for 25 District Human Resources (HR) Department employees. The objective of this training is to provide HR staff with the awareness of basic concepts of internal consulting and an understanding of how to apply the consultative approach in their daily work.

Two hundred seventy-eight (278) firms were invited to submit proposals in response to Request for Proposal 10-RFP-06, which was advertised on May 26, 2010. The District received eight proposals on June 11, 2010, as follows: Lake Forest Graduate School of Management; Looram and Associates; Microtrain Technologies; Organizational Resources, LLC; Partners in Development of Illinois, LLC; Peoples Performance Solutions International Limited; RJ Reliance, Inc., and Skillpath Seminars.

Staff from the Procurement and Materials Management and the HR 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 LFGSM; Organizational Resources, LLC; Partners in Development of Illinois, LLC, and Peoples Performance Solutions International Limited. The LFGSM proposal had the highest overall rating of the four

finalists.

LFGSM has an established, award-winning internal consulting skills program. Its training team consists of trainers with specific expertise in internal consulting in both the private and public sectors. LFGSM will use best practices in adult-learning methods to present a two-day training program that addresses the evolving role of HR professionals from transactional expert to strategic business partner.   A study conducted by LFGSM on the effectiveness of the Internal Consulting Skills program indicated a 21% gain in participants' performance in using the skills learned in the program.

Inasmuch as the recommended vendor possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into agreement as per Section 11.4 of the Purchasing Act, with Lake Forest Graduate School of Management, in an amount not to exceed $14,775.00.

Funds are available in Account 101-25000-601170.

Requested, Denice E. Korcal, Acting Director of Human Resources DEK:ADM
Recommended, Darlene A. LoCascio, Director of Procurement & 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 August 12, 2010