



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-0272, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 3, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 14-RFP-21 Master Agreement for Professional Development Courses for a Three-Year Period, Account 101-25000-601170

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:	April 9, 2014
Proposals Received:	May 9, 2014
Award:	May 26, 2014
Completion:	June 30, 2017

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management