



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 10, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue a purchase order to the Illinois Institute of Technology, pursuant to the Terms of Master Agreement 11-RFP-12, to provide three seminars on Technical Writing for Engineers, in a total amount not to exceed \$15,591.00, Account 101-25000-601100. Requisition 1380216

Dear Sir:

Authorization is requested to issue a purchase order to the Illinois Institute of Technology to provide three seminars on Technical Writing for Engineers for up to 25 participants in each seminar, in the Engineering Department. The terms of the master agreement with the Illinois Institute of Technology, approved by the Board of Commissioners on August 11, 2011, provide for a cost not to exceed \$15,591.00 for the three seminars.

The training is intended for Engineering Department personnel to learn different techniques to draft persuasive letters, narratives and formal requests that involve complex engineering concepts, regulations and standards. Participants will learn how to analyze the intended audience of documents and apply the appropriate tone in a concise and informative format.

The knowledge gained from this training will enable Engineering Department personnel to better utilize writing techniques that will help them draft appropriate responses that avoid confusion and withstand time and legal challenges. The training will be completed by August 31, 2014 at the Illinois Institute of Technology's downtown campus or at a District facility.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order to the Illinois Institute of Technology, under the terms and conditions of Master Agreement 11-RFP-12, in an amount not to exceed \$15,591.00.

Funds are available in Account 101-25000-601100.

Requested, Denise E. Korcal, Director of Human Resources, DEK:SOM
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 July 10, 2014