



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 14-0777, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 7, 2014**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to amend the scope of work and amend agreement with Talent Assessment and Development, LLC, Account 101-25000-601170, Purchase Order 3079792

Dear Sir:

On November 7, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 13-RFP-18 Executive Coaching Services for a Three-Year Period with Talent Assessment and Development, LLC, in an amount not to exceed \$75,000.00. The contract expires on November 30, 2016.

This contract has no prior change orders.

The scope of work for this contract includes executive coaching and consulting services to conduct validated assessments and feedback sessions for upper-level employees. The services have been beneficial in identifying talent and development plans, but could be enhanced by changing the scope of work to include additional guidance in talent management, succession planning and coaching strategies. The following items would be added to the scope of work:

Planning Meetings: \$300.00/hour

Includes planning meetings to discuss various topics such as succession planning, organizational strategies, and development of participants.

Development Plans for Participants: \$300.00/hour

Includes the creation of individual development plans based on assessment results and performance feedback.

Selection Assessments: \$1,100.00/per candidate

Includes Talent Assessment and Development's interview assessment process to evaluate candidates for high-level positions at the District.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute an amendment to amend the scope of work and amend the agreement with Talent Assessment and Development, LLC, with no change in total contract amount.

Requested, Denice 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 August 7, 2014