



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 NOVEMBER 20, 2014

COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 15-RFP-05 Professional Services for a Technical Writer, estimated cost \$67,000.00, Account 101-25000-601170, Requisition 1388453

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Professional Services for a Technical Writer at the request of the Human Resources Department.

The purpose of this contract is to support the Metropolitan Water Reclamation District in the writing of reports related to our initiatives for vulnerability assessment, emergency response plan development, and the creation of a continuity of operations plan.

The estimated cost for this RFP is \$67,000.00.

A bid deposit for this contract is not required.

The contract period would be for a one-year period commencing January 1, 2015.

Appendix A will not be included in this RFP because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Interim Ordinance.

The tentative schedule for this contract is as follows:

Advertise November 19, 2014

Bid Opening December 12, 2014

Award January 1, 2015

Completion December 31, 2015

Funds are being requested in 2015 in Account 101-25000-601170 and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Denice E. Korcal, Director of Human Resources

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 November 20, 2014