



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-0412, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 23, 2015**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order and amend the agreement with Moraine Valley Community College, for training services in an amount of \$4,000.00, from an amount of \$7,900.00, to an amount not to exceed \$11,900.00, Account 101-69000-601100, Purchase Order 3082698

Dear Sir:

On September 10, 2014, the Director of Procurement and Materials Management issued a purchase order and entered into an agreement with Moraine Valley Community College, for training services, in an amount not to exceed \$7,900.00. Training was completed in December 2014.

This contract has no prior change orders.

The change order is needed for a follow-up class to the original project management training that was conducted for twenty-two Maintenance and Operations Department employees at the Stickney Water Reclamation Plant. It will include a discussion of how participants applied the concepts and techniques introduced in the first class, and will be followed by an interactive project management simulation customized for the District. Through this simulation, participants will learn the importance of identifying key factors that lead to project success or failure, the critical role coordination and teamwork play in project management, the necessity to plan for "what ifs," strategies for managing changes that occur with projects, and why lessons learned at the end of a project are critical to the prevention of future problems.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase the purchase order and amend the agreement in an amount of \$4,000.00 (51% of the current contract value), from an amount of \$7,900.00, to an amount not to exceed \$11,900.00.

Funds are available in Account 101-69000-601100.

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

Deposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for April 23, 2015

Attachment