



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 15-0411, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 23, 2015 **COMMITTEE ON PROCUREMENT**

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 15-RFP-17 Workplace Behavioral Skills Training for Maintenance Laborers for a Three-Year Period, in an amount not to exceed \$30,000.00, Account 101-25000-601100, Requisition1396930 (*As Revised*)

Dear Sir:

Request for Proposal documents have been prepared for Workplace Behavioral Skills Training for Maintenance Laborers at the request of the Human Resources Department. The anticipated start date for this contract is August 6, 2015 and the expiration date is August 5, 2018.

The purpose of this contract is to select a qualified vendor who can provide workplace behavioral skills training on an as-needed basis for each Maintenance Laborer that is appointed from the next lottery list. The training curriculum would include practical topics such as accountability, respect, professionalism, following work rules, effective communication, conflict management and teamwork. It is anticipated that this supplemental training will help prepare Maintenance Laborers for the demands of the job.

The estimated cost for this request for proposal is \$30,000.00.

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.

There is no bid deposit for this request for proposal.

The tentative schedule for this contract is as follows:

Advertise: April 29, 2015

Proposal due: May 29, 2015

Award: August 6, 2015

Completion: August 5, 2018

Funds for 2015 are available in Account 101-25000-601100. Funds for subsequent years, 2016, 2017 and 2018, are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Denice E. Korcal, Director of Human Resources, DEK:SOM

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management