



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 AUGUST 6, 2015

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue a purchase order to the Lake Forest Graduate School of Management, pursuant to the Terms of Master Agreement 14-RFP-21R, to conduct a five-day Leadership Development Program for Managers, in a total amount not to exceed \$30,625.00, Account 101-25000-601170 Requisition 1401848

Dear Sir:

Authorization is requested to issue a purchase order to the Lake Forest Graduate School of Management (LFGSM) to conduct a five-day leadership development program for up to 25 supervisors and managers throughout the District. The terms of the master agreement with LFGSM, approved by the Board of Commissioners on November 20, 2014, provide for a cost not to exceed \$30,625.00

The training program is primarily intended for mid- to upper-level managers throughout the District and was previously attended by one hundred and six managers in 2013 - 2014. The continuity of this program will provide critical management and leadership skills to better prepare these managers to assume future leadership positions at the District.

The staggered five-day program is interactive and focuses on three key aspects of leadership at the District including: 1) Seeing the Bigger Picture (1 day) where managers learn how the District's organizational mission, practices, culture and strategy align and define manager priorities, including development of direct reports; 2) Stepping up as a Leader (2 days) where managers learn communication and presentation strategies that help build trust and lead to positive outcomes; and 3) Envisioning the Future (2 days) which focuses on managers committing to new behaviors and determining action steps to implement and manage the future.

The training will be conducted in October 2015.

In view of the foregoing, it is requested that the Director of Procurement and Material Management be authorized to issue a purchase order to the Lake Forest Graduate School of Management, under the terms and conditions of Master Agreement 14-RFP-21R, in an amount not to exceed \$30,625.00.

Funds are available in Account 101-25000-601170.

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 August 6, 2015