



# 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 SEPTEMBER 3, 2015

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 15-RFP-14 E-Learning Courses for Return-to-Work Program for a One-Year Period with RedVector, LLC in an amount not to exceed \$19,200.00, Account 101-25000-634820, Requisition 1396181

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with RedVector, LLC to provide e-learning courses for the Return-to-Work Program for a one-year period. The e-learning courses will focus on industrial operations and maintenance and will provide training that is directly related to the skilled trades.

On April 15, 2015, Request for Proposal 15-RFP-14 E-Learning Courses for Return-to-Work Program for a One-Year Period was publicly advertised. Three hundred ninety-two (392) firms were notified and thirty-two (32) requested proposal documents. On May 15, 2015, the District received two (2) responsive proposals from RedVector, LLC and Skillsoft Corporation.

The proposals were evaluated by staff from the Human Resources Department, Procurement and Materials Management Department, and the Maintenance and Operations Department. The criteria for these evaluations were outlined in Request for Proposal 15-RFP-14 and included: understanding of the project, approach to work, technical competence, financial stability, cost of services, compliance with insurance requirements and submission of all necessary licenses and permits. Following the preliminary evaluation of proposals, both proposers were deemed to be finalists and were interviewed on June 12, 2015. A solicitation was sent to each finalist on June 16, 2015 for an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on June 19, 2015.

Based on the evaluation of proposals and interviews, it is recommended to issue a purchase order and enter into an agreement with RedVector, LLC (RedVector) which develops courses exclusively for industrial settings related to maintenance, operations, electrical, mechanical, safety compliance, wastewater and storm water management. The courses offered by Skillsoft Corporation did not adequately meet the requirements outlined in the Scope of Work since their offerings were substantially focused on safety and health compliance and did not provide a wide range of courses for the trades workforce.

Appendix A was not included in this RFP because the estimate was less than the minimum threshold established by Section 4 of the Affirmative Action Revised Ordinance.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with RedVector, LLC in an amount not to exceed \$19,200.00. Funds for 2015 in Account 101-25000-634820 are contingent upon the approval of an intra-department transfer, also submitted for this September 3, 2015 Board meeting.

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 September 3, 2015