



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0183, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 3, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 16-RFP-08 Executive Coaching Services for a Three-Year Period, estimated cost \$75,000.00, Account 101-25000-612430, Requisition 1421399

Dear Sir:

Request for Proposal documents have been prepared for Executive Coaching Services for a Three-Year Period at the request of the Human Resources Department.

The purpose of this contract is to select a vendor to conduct validated assessments for upper-level employees and candidates applying for high-level positions. Assessments of employees will be used to provide feedback and coaching for management and leadership development, while assessments of job candidates will be used as part of the selection process. The vendor would also provide guidance in various areas such as succession planning, organizational strategies and team development. All services will be requested on an as-needed basis. The anticipated start date for this contract is December 1, 2016 and ending November 30, 2019.

The estimated cost for this contract is \$75,000.00. The estimated 2016, 2017, 2018 and 2019 expenditures are \$5,000.00, \$25,000.00, \$25,000.00 and \$20,000.00 respectively.

No bid deposit is required for this RFP.

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	March 16, 2016
Proposals Received	April 15, 2016
Award	June 16, 2016
Completion	November 30, 2019

Funds for 2016 are available in Account 101-25000-612430. Funds are being requested in 2017, 2018 and 2019 in Account 101-25000-612430, and 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

Respectfully submitted, Darlene A. LoCascio, Director of Procurement and Materials Management