



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 May 5, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 16-RFP-02 Applicant Management and Tracking, Onboarding, and Performance Management Systems for a Five-Year Period cost \$362,000.00, Accounts 201-50000-612430 and 634820 and 101-27000-612820, Requisition 1426079

Dear Sir:

Request for Proposal documents have been prepared for Applicant Management and Tracking, Onboarding, and Performance Management Systems for a five-year period at the request of the Human Resources Department.

The purpose of the applicant management and tracking system is to replace the District's current system which will not be supported by the vendor after December 2016. The applicant tracking system is used to track and manage all activity related to the District's recruitment, examination, eligible list certification and requisition processes for employee hiring. Onboarding software will help eliminate paperwork and redundancy to fully optimize the way new employee information is collected; it will also connect new employees with the District's culture, resulting in employees who are productive and engaged sooner in the employment process. Performance management software will automate a process that is currently heavily reliant on paper for annual employee performance reviews, and make it possible for the District to monitor and optimize the overall effectiveness of its workforce at the individual and collective levels.

The estimated cost for this RFP is \$362,000.00 The estimated 2016, 2017, 2018, 2019, and 2020 expenditures are \$110,000.00, \$63,000.00, \$63,000.00 \$63,000.00, \$63,000.00 respectively.

No bid deposit is required for this RFP.

Appendix A will not be included due to the scope of work, performed under this RFP, consisting primarily of annual subscription license and maintenance costs that do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise: May 18, 2016

Proposals Received: June 17, 2016

Award: August 5, 2016

Completion: December 31, 2016

Funds for the 2016 expenditure, in the amount of \$110,000.00, are available in Account 201-50000-612430 and 634820. The estimated expenditure are for 2017, 2018, 2019, and 2020 expenditures are \$63,000.00, \$63,000.00 \$63,000.00, \$63,000.00 respectively. Funds for the 2017, 2018, 2019, and 2020 expenditures 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:ADM

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