



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0664, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 7, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 16-RFP-08 Executive Coaching Services for a Three-Year Period with Talent Assessment and Development, LLC., in an amount not to exceed \$75,000.00, Account 101-25000-612430, Requisition 1421399

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Talent Assessment and Development, LLC to provide executive coaching and consulting services to conduct validated assessments and feedback sessions for upper-level employees. The services will be used on an as-needed basis, but will not exceed \$75,000.00 during the term of the contract. The term of the contract will be December 1, 2016 through November 30, 2019.

On March 16, 2016, Request for Proposal 16-RFP-08, Executive Coaching Services for a Three-Year Period was publicly advertised. Forty-six (46) firms were notified and eleven (11) requested proposal documents. On April 15, 2016, the District received three (3) proposals from the following vendors: Perspectives Ltd.; SAGIN, LLC; and Talent Assessment and Development, LLC.

The proposals were evaluated by staff from the Human Resources Department and the Procurement and Materials Management Department. The criteria for these evaluations were outlined in Request for Proposal 16-RFP-08 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, the three (3) proposers were deemed finalists and were interviewed on May 20, 2016. A solicitation for an unqualified "best and final" offer was sent to the finalists on May 24, 2016 following the interviews.

Based on an evaluation of proposals and interviews, it is recommended that a purchase order be awarded to Talent Assessment and Development, LLC (TAD). TAD received the highest technical score among the proposers and was second lowest in price. It has provided executive coaching services to the District as part of the selection process for key positions and has a firm understanding of the need for technical and leadership talent to manage significant change in the future. TAD also conducted similar services to other water and wastewater agencies and its staff has over 20 years of experience in organizational development, talent management, succession planning and coaching strategies.

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 purchase order and enter into an agreement with Talent Assessment and Development, LLC. on an as-needed basis, for an amount not to exceed \$75,000.00 during the three-year term.

Funds for the 2016 expenditure, in the amount of \$2,000.00, are available in Account 101-25000-612430. The estimated expenditure for 2017, 2018 and 2019 are \$25,000.00, \$25,000.00 and \$23,000.00 respectively. Funds for the 2017, 2018 and 2019 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Beverly K. Sanders, Acting 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 July 7, 2016