



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0143, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 16, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-18 Post-Offer Physical Assessments, estimated cost \$21,500.00, Account 101-25000-612260, Requisition 1455230

Dear Sir:

Request for Proposal documents have been prepared for an administrator for post-offer physical assessments at the request of the Human Resources Department.

The purpose of this contract is to select a vendor to perform post-offer physical assessments for applicants selected for physically demanding job classifications. The selected vendor will also assist the District in conducting job analyses and making any necessary revisions to these assessments. This administrative services contract will cover the period from July 1, 2017 through December 31, 2019.

The estimated cost for this contract is \$21,500.00. The estimated 2017, 2018 and 2019 expenditures are \$3,000.00, \$9,500.00 and \$9,000.00 respectively.

A bid deposit is not required for this request for proposal.

The Affirmative Action Section reviewed the request for proposal and concluded that Appendix A would not be applicable since the total expenditures for this contract will not exceed \$100,000.00.

The tentative schedule for this contract is as follows:

Advertise	March 1, 2017
Proposals Received	March 24, 2017
Award	June 1, 2017
Completion	December 31, 2019

Funds are available in 2017 in Account 101-25000-612260. Funds for subsequent years, 2018 and 2019, will be contingent on the Board of Commissioners approval of the District's budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:JEF
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management