



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-0340, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 6, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue a purchase order to the Lake Forest Graduate School of Management, pursuant to the Terms of Master Agreement 14-RFP-21R, to provide two, four day in-house seminars on The Professional Analyst Certificate Program, in a total amount not to exceed \$60,000.00, Accounts 101-15000-601100. Requisition 1461028

Dear Sir:

Authorization is requested to issue a purchase order to the Lake Forest Graduate School of Management to provide two, four day sessions on The Professional Analyst Certificate Program, for up to 30 participants in each session. The General Administration Department has collaborated with Human Resources to provide training for all analysts throughout the District including Budget and Management Analysts, Financial Analysts and Accounting Managers. The terms of the master agreement with the Lake Forest Graduate School of Management, approved by the Board of Commissioners on November 20, 2014, provide for a cost not to exceed \$60,000.00 for both seminars.

The training is intended for staff who are responsible for analyzing financial data and managing projects to minimize risk and insure quality outcomes. The four-day program aims to provide staff with the practical skills necessary to assist management in making informed decisions that utilize tax payer's dollars in the most efficient and effective manner possible. The training includes a pre-course skills assessment to identify knowledge gaps.

Through the use of case studies, team projects and practical skills sessions, participants will gain transferable skills that will result in learning how to ask better, more complex questions in order to make sound, data-driven recommendations. The knowledge gained from this training will enable staff to understand the nature of budgeting, accounting, and finance as the framework for sound financial decision making.

The training will be conducted during the second quarter of 2017 at the LASMA Visitor Center.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order to the Lake Forest Graduate School of Management, under the terms and conditions of Master Agreement 14-RFP-21R, in an amount not to exceed \$60,000.00.

Funds are available in Account 101-15000-601100.

Requested, Eileen M. McElligott, Administrative Services Officer, SAR:CLG  
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 April 6, 2017