



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 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 managerial coaching skills for 250 employees, in a total amount not to exceed \$67,500.00, Account 101-25000-601100. Requisition 1460010

Dear Sir:

Authorization is requested to issue a purchase order to the Lake Forest Graduate School of Management to provide in-house training for 250 supervisors and managers on managerial coaching skills throughout the District. 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 \$67,500.00.

The training is intended for everyone in a leadership role to be trained on how to cultivate an environment of coaching, feedback, development, and high performance. The knowledge gained from this training will help participants give their employees appropriate feedback, which in turn, engages employees and helps to create an environment of continuous improvement.

In view of the foregoing, it is recommended 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 \$67,500.00. The training will be completed by December 31, 2017.

Funds are available in Account 101-25000-601100

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:SB
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