



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0757, Version: 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 3, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue a purchase order to the Illinois Institute of Technology, pursuant to the Terms of Master Agreement 14-RFP-21R, to conduct Harassment and Diversity Awareness Training for the entire employee population, in a total amount not to exceed \$59,959.00, Account 101-25000-601100. Requisition 1467004

Dear Sir:

Authorization is requested to issue a purchase order to the Illinois Institute of Technology to conduct Harassment and Diversity Awareness Training for the entire employee population. The terms of the Master Agreement with the Illinois Institute of Technology, approved by the Board of Commissioners on November 20, 2014, provide for a cost not to exceed \$59,959.00.

The training is intended for all District employees. The employees will learn the definitions of harassment, discrimination, and retaliation; the various types of harassment; the District's internal reporting procedures; and the responsibilities of the employees and the managers.

The employees will also be reminded of the District's Administrative Procedure 10.5.0 v.2 on Anti-Harassment, Anti-Discrimination and Anti-Retaliation Policies and Reporting Procedures. The knowledge gained from this training will help the participants learn the laws and guidelines on harassment, how to deal with a harassment complaint, and how to build respect toward all people. The training will be completed by December 2017.

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 Illinois Institute of Technology, under the terms and conditions of Master Agreement 14-RFP-21R, in an amount not to exceed \$59,959.00.

Funds are available in Account 101-25000-601100.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:TP
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 August 3, 2017