



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-1048, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 19, 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 a one-day training on Team Dynamics for the Finance Department, in a total amount not to exceed \$14,275.00, Accounts 101-25000 and 40000-601100, Requisition 1475517

Dear Sir:

Authorization is requested to issue a purchase order to the Lake Forest Graduate School of Management to provide a one-day training on Team Dynamics for the Finance Department. 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 \$14,275.00.

The training will be provided to the 28 employees of the Finance Department to develop better relationships and communication skills that lead to more positive behaviors and productive outcomes. Through this program, participants will learn how to form a stronger connection with each other and the District. The program is designed to maximize team synergy and improve communication.

In the past six years, 32% of Finance staff have been promoted to various positions throughout the District. Finance would like to continue to develop staff at all levels with learning objectives focused on assembling and maintaining high functioning teams, demonstrate active listening skills, and understanding different perceptions.

The training will be conducted during the fourth quarter of 2017 at the Lake Forest Graduate School of Management, Schaumburg Campus.

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 \$14,275.00.

Funds are available in Account 101-25000 and 40000-601100.

Requested, Jacqueline Torres, Clerk/Director of Finance

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 October 19, 2017

