



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 DECEMBER 7, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 18-RFP-02 Pre- and Post-Offer Psychological Assessments for Police Officer Candidates, estimated cost \$58,200.00, Account 101-25000-612430, Requisition 1476559

Dear Sir:

Request for Proposal documents have been prepared for a provider of pre- and post-offer psychological assessments for Police Officer candidates at the request of the Human Resources Department.

The purpose of this contract is to select a vendor to administer pre- and post-offer assessments to candidates for the Police Officer classification. The pre-offer assessments are offered in a group setting for candidates placed in Category A on the eligible list. The post-offer psychological assessments are conducted on an individual basis for candidates conditionally appointed to a Police Officer position. This professional services contract will cover the period from July 1, 2018 through June 30, 2021.

The estimated cost for this contract is \$58,200.00. The estimated 2018, 2019, 2020 and 2021 expenditures are \$45,600.00, \$4,800.00, \$4,800.00 and \$3,000.00 respectively.

No bid deposit is required for this request for proposal.

The Diversity Section reviewed the request for proposal and concluded that Appendix A would not be applicable since the estimated total expenditures are below \$100,000.00.

The tentative schedule for this contract is as follows:

Advertise	January 17, 2018
Proposals Received	February 16, 2018
Award	May 3, 2018
Completion	June 30, 2021

Funds are being requested in 2018, 2019, 2020 and 2021, in Account 101-25000-612430, and are 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