



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0079, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 1, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-38, E-learning Courses for Return-to-Work Program with RedVector, LLC in an amount not to exceed \$42,600.00, Accounts 101-25000-634820 and 101-27000-612820, Requisition 1471487

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with RedVector, LLC to provide e-learning courses for the District's Return-to-Work Program for a three-year period. A central component of the District's return-to-work program, eLearning is a transitional duty option that can accommodate medical releases to sedentary duty. The inclusion of this trades-based and industry-based training option better ensures injured workers remain engaged throughout their recovery process and return to employment as soon as they can do so safely, while favorably impacting lost time and associated costs.

RedVector, LLC will provide eLearning courses in industrial operations and maintenance for a minimum of one-hundred (100) Standard Single-User Licenses that will allow employees access to the eLearning courses 24/7, 365 days per year. All Red Vector courses include a pre-test, course/content lesson and a post-test. RedVector, LLC courses are SCORM/AICC compliant and will be launched and tracked through the District's Learning Management System.

On September 20, 2017, Request for Proposal 17-RFP-38, eLearning Courses for Return-to-Work Program for a Three-Year Period was publicly advertised. Seven hundred and sixty (760) firms were notified and twenty-eight (28) requested proposal documents. On October 13, 2017, the District received one (1) responsive proposal from RedVector, LLC.

The proposals were evaluated by staff from the Human Resources and Procurement and Materials Management Departments. The criteria for these evaluations were outlined in Request for Proposal 17-RFP-38 and included: understanding of the project, approach to work, technical competence, financial stability, cost of services, compliance with insurance requirements and submission of all necessary licenses and permits. Following the preliminary evaluation of the proposal, RedVector, LLC was interviewed on December 6, 2017. A solicitation was sent to RedVector, LLC on January 5, 2018 for an unqualified "best and final" offer, and was returned to the Director of Procurement and Materials Management on January 10, 2018.

The Diversity Section reviewed the request for proposal and concluded that Appendix A should not be included because the estimate was less than the minimum threshold established by Section 4 of the Affirmative Action Revised Ordinance.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with RedVector, LLC in an amount not to exceed \$42,600.00.

Funds are available in Account 101-25000-634820 in the amount of \$14,200.00 for 2018. Funds will be available in Account 101-27000-612820 in the amount of \$14,200.00 for 2019 and 2020 contingent on the Board of Commissioners' approval of the District's budgets for 2019 and 2020.

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 February 1, 2018