File #: 18-0828, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authorization for payment to the Core Consulting Group, LLC for tuition fees for four (4) participants to attend a Leadership Development Program for Emerging Leaders in the Wastewater Utility Industry, in an amount not to exceed $20,000.00, Account 101-25000-601100

Dear Sir:

Authorization is requested to make for payment to the Core Consulting Group, LLC for tuition fees for four (4) participants to attend a Leadership Development Program for Emerging Leaders in the Wastewater Utility Industry, in an amount not to exceed $20,000.00. The four individuals will be nominated by their respective Department Heads and approved by the Acting Executive Director.

Core Consulting Group, LLC partnered with the National Association of Clean Water Agencies (NACWA) to develop a leadership development program targeted specifically at emerging leaders in the wastewater utility industry. The purpose of the partnership is to develop “utility leaders of the future” who are equipped to effectively lead this industry and the communities they serve well into the future.

The program consists of a six-month hybrid learning and development course beginning in January, 2019 and culminating in a graduation in July, 2019. This program includes participants from six (6) wastewater utilities in the Illinois, Minneapolis, and Wisconsin region. It will include four (4) full-day in-person workshops and four (4) webinars along with a clean water innovation capstone project. Each workshop location will be rotated and conducted at participating utilities. A deposit fee of $10,000.00 is required for four (4) participants and will be applied towards the total cost of the program. The total tuition, including the deposit for four (4) participants to attend this program, is $20,000.00. The remainder of the fee for tuition will be payable in 2019.

Core Consulting Group, LLC is not registered to transact business in Illinois, but has submitted a certificate of good standing from the State of Ohio. The Director of Human Resources has given approval to move forward with the recommendation to award.

In view of the foregoing, it is recommended that the Board of Commissioners authorize payment by direct voucher to the Core Consulting Group, LLC in an amount not to exceed $20,000.00 for the deposit fee and without competitive bidding in accordance with Section 11.4 of the Purchasing Act.

Funds for the 2018 expenditure, in the amount of $10,000.00 are available in Account 101-25000-601100. Funds for the 2019 expenditure are contingent on the Board of Commissioners’ approval of the District’s budget for that year.

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

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 September 6, 2018