



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0941, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 20, 2018**

#### **COMMITTEE ON PROCUREMENT**

Mr. John P. Murray, Acting Executive Director

Report on advertisement of Request for Proposal 18-RFP-21 Psychological Evaluations and Fitness-For-Duty Examinations for Selected Employees, estimated cost \$60,000.00, Account 101-25000-612260, Requisition 1501613

Dear Sir:

Request for Proposal documents have been prepared for a provider of Psychological Evaluations and Fitness-For-Duty Examinations.

The purpose of this contract is to provide professional services to evaluate select District employees at the request of the Human Resources Department. The Psychological Evaluations and Fitness-For-Duty Examinations will be utilized in circumstances when an employee exhibits behaviors which may indicate that he or she may not be psychologically able to perform the essential functions of his or her position. This professional services contract will cover the period from January 1, 2019 through December 31, 2021.

The estimated cost for this contract is \$60,000.00. The estimated 2019, 2020 and 2021 expenditures are \$20,000.00, \$20,000.00 and \$20,000.00 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	September 26, 2018
Proposals Received	October 26, 2018
Award	December 20, 2018
Completion	December 31, 2021

Funds are being requested in 2019, 2020 and 2021 in Account 101-25000-612260, 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:BRD

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management