



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 NOVEMBER 15, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order to Lake Forest Graduate School of Management, pursuant to the Terms of Master Agreement 17-RFP-34, to conduct Crisis Management Strategy training, in an amount not to exceed \$21,200.00, Account 101-25000-601100, Requisition 1505509

Dear Sir:

Authorization is requested to issue a purchase order to the Lake Forest Graduate School of Management for Crisis Management Strategy training for approximately 21 individuals. The terms of the Master Agreement with the Lake Forest Graduate School of Management, approved by the Board of Commissioners on December 21, 2017, provide for a cost not to exceed \$21,200.00.

This training program will educate Public Affairs employees and others on crisis management best practices. At the conclusion of the training program, the District will have a well-defined set of processes and procedures for responding and managing a crisis along with a solid crisis management strategy document.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order to the Lake Forest Graduate School of Management, under the terms and conditions of Master Agreement 17-RFP-34, in an amount not to exceed \$21,200.00.

Funds are available in Account 101-25000-601100.

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

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 November 15, 2018