



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 APRIL 4, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Report on advertisement of Request for Proposal 19-RFP-15 eLearning and Talent Management Software, for a Five-Year Period, estimated cost \$485,000.00, Account 101-27000-634820, 612820, Requisition 1517740

Dear Sir:

Request for Proposal (RFP) documents have been prepared for eLearning and Talent Management Software for a Five-Year Period at the request of the Human Resources Department.

The purpose of this RFP is to select a qualified vendor to provide learning and talent management software that provides an efficient tool for employees to develop and grow professionally. The District currently has an eLearning solution with content that is robust in business skills and information technology educational courses. The contract expires September 30, 2019. The Human Resources Department is seeking to continue to provide a similar platform for employees' professional growth.

Additionally, this RFP is seeking to obtain the services of the same vendor to provide performance management tools, which are often provided in a talent management suite. The District currently utilizes a paper process to document performance reviews and goal setting. The District would like to obtain an online management tool to provide performance goal setting, measurement of achievements, and easy effective reporting in these areas.

The estimated cost for this RFP is \$485,000.00 for a five-year period. The estimated costs for 2019, 2020, 2021, 2022 and 2023 are \$97,000.00 for each year.

A bid deposit is not required for this request for proposal.

Per the review by the Diversity Section, the cost for these services primarily consists of the annual subscription license and maintenance fees which do not provide practical or cost-effective opportunities for direct or indirect subcontracting. Therefore, the Affirmative Action Appendix A and Appendix V are not included.

The tentative schedule for this contract is as follows:

Advertise	April 10, 2019
Proposals Received	May 24, 2019
Award	July 11, 2019
Completion	July 11, 2024

Funds for the current year are available in Account 101-27000-634820. Funds for subsequent years 2020, 2021, 2022, and 2023, in Account 101-27000-612820, are contingent on the Board of Commissioners' approval of the District's budget for those years. The amount to be expended each year will not exceed \$97,000.00 a year for the years 2019, 2020, 2021, 2022, and 2023.

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

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

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for April 4, 2019