



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0311, **Version:** 1

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-18 On-Site Training Services: Sexual Harassment and other Inappropriate Workplace Behaviors and The Value of Diversity for a Three-Year Period, estimated cost \$300,000.00, Account 101-25000-601100, Requisition 1517973

Dear Sir:

Request for Proposal (RFP) documents have been prepared for On-Site Training Services: Sexual Harassment and other Inappropriate Workplace Behaviors and The Value of Diversity for a Three-Year Period at the request of the Human Resources Department.

The purpose of this RFP is to select a qualified vendor to provide on-site training for employees on the District's harassment, discrimination, retaliation and reporting administrative procedures and policies in fiscal years 2019 and 2021. This training will focus on the prevention of harassment, the prevention of retaliation, the value of diversity, as well as creating a respectful workplace environment for all employees. Different curricula will be developed and presented for employees and supervisors. The training will provide easy-to-understand instructions, realistic situational awareness scenarios, and interactive participation.

Additionally, this RFP is seeking to obtain services to provide training on valuing diversity in the workplace, which will be conducted in 2020. This course will emphasize the requirement for employees to be respectful of their coworkers and enlighten employees on how our differences bring value to the workplace.

The cost estimate for this RFP is a total of \$300,000.00 over a three year agreement. The estimated cost for 2019, 2020, and 2021 is \$100,000.00 for each year.

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

Per the review by the Diversity Section, the requested services do not provide practical or cost-effective opportunities for subcontracting. Therefore, 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 17, 2019
Award	June 20, 2019
Completion	June 20, 2021

Funds for fiscal year 2019 are available in Account 101-25000-601100. Funds for years 2020 and 2021 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:RJB:TP

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