



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

---

**File #:** 10-1034, **Version:** 1

---

### **TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 2, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase orders and enter into agreements for Contract 10-RFP-05, Multi-Project Training Services: Group A with RJ Reliance, Inc. in an amount not to exceed \$7,500.00; Group B with Writing at Work, Inc. in an amount not to exceed \$7,000.00; Group C and Group E with Management Resource Services, Inc. in an amount not to exceed \$52,000.00; and Group D with Lake Forest Graduate School of Management in an amount not to exceed \$24,500.00, Accounts 101-25000-601100 and 101-25000-601170, Requisitions 1309923, 1309924, 1309925, 1309926 and 1309927 (*Deferred from the August 12, 2010 Board Meeting*)

Dear Sir:

Authorization is requested to issue purchase orders and enter into agreements with RJ Reliance, Inc. (Group A), Writing at Work, Inc. (Group B), Management Resource Services, Inc. (Groups C and E) and Lake Forest Graduate School of Management (Group D), to develop and deliver various training programs for District employees throughout the year. All training for Groups A, B, C and D provided under these agreements will be completed in 2010. Group E will be conducted in both 2010 and the first quarter of 2011.

On May 26, 2010, Request for Proposal 10-RFP-05 was advertised for proposals to provide the following training programs in 2010:

- Group A - Written Communications Course for Engineers and Scientists
- Group B - Written Communications Course for Non-Technical Professionals
- Group C - Building Effective Interpersonal Communication Skills
- Group D - Agile Project Management Skills for Information Technology Professionals
- Group E - Leadership Skills for Middle Managers

Two-hundred thirty-nine (239) firms were invited to submit proposals in response to Request for Proposal 10-RFP-05, which was advertised on May 26, 2010. The District received proposals from SkillPath Seminars; Joe Williams Communications, Inc.; Performance Partners; Organizational Resources, LLC.; Writing at Work, Inc.; MicroTrain Technologies; RJ Reliance, Inc.; Lake Forest Graduate School of Management; New Horizons Computer Learning Centers of Chicago; and Management Resource Services, Inc. Vendors were permitted to propose on specific groups based on their expertise and availability.

Staff from the Procurement and Materials Management and the Human Resources Departments independently evaluated each proposal on a number of criteria, including understanding of requested work, quality of work plan and experience of the training instructors. After the initial technical proposal review, finalists for each group were identified and interviewed. After interviews, each finalist was given an opportunity to submit a "best and final offer" for the groups on which it was proposing.

Each recommended vendor has substantial relevant experience in providing the specific training required for

each group or project. Each project will include the services of one or two trainers, depending on the scope of work contained therein. The training for all projects will include activities to ensure training is transferred from the classroom to the workplace.

The Affirmative Action Section recommends that Appendix A not be included because it is not appropriate for the individual services to be provided.

Inasmuch as the recommended vendors possess a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders and enter into agreements as per Section 11.4 of the Purchasing Act, as follows: Group A with RJ Reliance, Inc. in an amount not to exceed \$7,500.00; Group B with Writing at Work, Inc. in an amount not to exceed \$7,000.00; Group C and Group E with Management Resource Services, Inc. in an amount not to exceed \$52,000.00; and Group D with Lake Forest Graduate School of Management in an amount not to exceed \$24,500.00. Funds are available in Accounts 101-25000-601100 and 101-25000-601170.

Requested, Denise E. Korcal, Director of Human Resources, DEK:ADM

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 2, 2010