



Metropolitan Water Reclamation District of Greater Chicago

Errata Correction

100 East Erie Street
Chicago, IL 60611

File Number: 22-0714

File Key: 22-0714

Type: Agenda Item

Status: PC Issue Purchase Order

Version: 1

Reference:

Controlling Body: Procurement Committee

File Created Date : 08/01/2022

File Name:

Final Action:

Title label: Issue purchase order and enter into an agreement for Contract 21-RFP-19 Employee Training Program on Workplace Behaviors, Harassment Prevention, and Diversity Awareness with HR Solutions & Services, LLC in an amount not to exceed \$383,325.00, Account 101-25000-601100, Requisition 1569378 (As Revised)

Notes: ERRATA CORRECTION:

Attachment #1 is renamed as, "Contract 21-RFP-19 Appendix A Goals Report - HR Solutions & Services, LLC", and, Attachment #2 is added.

and,

The word, "Attachment", at the bottom of the Transmittal is changed to, "Attachments"

Sponsors:

Enactment Date:

Attachments: Contract 21-RFP-19 Appendix A Goals Report - HR Solutions & Services, LLC, Contract 21-RFP-19 Appendix A Report - HR Solution & Services, LLC

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

Related Files:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
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Text of Legislative File 22-0714

Issue purchase order and enter into an agreement for Contract 21-RFP-19 Employee Training Program on Workplace Behaviors, Harassment Prevention, and Diversity Awareness with HR Solutions & Services, LLC in an amount not to exceed \$383,325.00, Account 101-25000-601100, Requisition 1569378 (As Revised)

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with HR Solutions & Services, LLC, to provide an Employee Training Program on Workplace Behaviors, Harassment Prevention, and Diversity Awareness.

The purpose of this contract is to obtain training services to provide on-line live and/or on-site annual training for a period of three (3) years to employees on the District's administrative policies and procedures on harassment, discrimination, employee conduct, implicit bias, social media usage, retaliation, and reporting in fiscal years 2022, 2023 and 2024. This training focuses on the prevention of harassment, the prevention of retaliation, the importance of diversity awareness and valuing the differences employees bring to the organization, improper social media conduct, as well as creating a respectful workplace environment for all employees. This interactive training will provide easy-to-understand instructions and realistic situational awareness scenarios.

The Board of Commissioners granted authority to advertise Contract 21-RFP-19 at the board meeting of December 16, 2021. There was no cost estimate provided for this contract due to there being two delivery options, in-person or via an online platform. Delivery options will be determined each year based on pandemic safety protocols.

On January 26, 2022, request for proposal Contract 21-RFP-19 Employee Training Program on Workplace Behaviors, Harassment Prevention, and Diversity Awareness was advertised. One thousand fifty-one (1,051) firms were notified, and thirty-three (33) requested proposal documents. The District received four (4) proposals on February 25, 2022 from the following vendors: Alliance Training and Consulting, Inc.; Catharsis Productions, LLC; and HR Solutions & Services, LLC. One vendor was deemed non-responsive.

Five District employees, three members of the Human Resources Department, one member from the Information Technology Department, and one member of the Procurement and Materials Management Department reviewed each proposal. Proposals were evaluated based on criteria such as: understanding of the project; approach to work; experience completing projects of similar scope; technical competence; and cost.

Based on the initial evaluation, three (3) proposers were scheduled to present and respond to questions from the District's evaluation team. The proposers were then afforded the opportunity to submit an unqualified best and final offer to the Director of Procurement and Materials Management.

Based on the overall evaluation of the proposers, HR Solutions & Services, LLC was selected to provide workplace behaviors training services.

HR Solutions & Services, LLC has significant relevant experience and a high level of competency to provide the services for developing on-site, live and/or on-line employee workplace behaviors training.

Inasmuch as the firm of HR Solutions & Services, LLC possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$383,325.00.

The Diversity Section determined that HR Solutions & Services, LLC is acceptable for MBE/WBE/SBE participation and has met the requirements of Appendix A. HR Solutions & Services, LLC commits to 100% WBE.

The estimated cost for the years 2022, 2023, and 2024 is \$127,775.00 per year.

Funds for the 2022 expenditures, in the amount of \$127,775.00 are available in Account 101-25000-601100. The estimated expenditures for years 2023 and 2024 is \$127,775.00 per year. Funds for the 2023 and 2024 expenditures 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:TNP
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 August 11, 2022

Attachments