



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0910, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 14, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-38 eLearning Courses for Return-to-Work Program for a Three-Year Period, estimated cost \$60,000.00, Account 101-25000-634820 and 612820, Requisition 1471487

Dear Sir:

Request for Proposal documents have been prepared for eLearning Courses for Return-to-Work Program for a Three-Year Period at the request of the Human Resources Department.

The purpose of this contract is to provide a proactive, post-injury program which will allow injured employees to return to some type of work as soon as medically possible. Sometimes referred to by other names such as modified-duty, light-duty, or transitional-duty, the goal is the same: to assist employees in safely remaining at work or return to work as soon as possible so they can contribute in a meaningful way to District operations.

The estimated cost for this RFP is \$60,000.00.

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

The term of this contract is three years.

Appendix A will not be included in this RFP because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	September 20, 2017
Proposals Received	October 13, 2017
Award	December 7, 2017
Completion	December 31, 2020

Funds for 2018 and the subsequent years, 2019 and 2020 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:SB
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management