



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0918, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 5, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to Advertise Contract 20-RFP-09 eLearning Supervisory Skills Training, estimated cost \$90,000.00, Account 101-25000-601100, Requisition 1547246

Dear Sir:

Request for Proposal (RFP) documents have been prepared for eLearning Supervisory Skills Training at the request of the Human Resources Department. The contract begins in 2021, for a three-year period ending December 31, 2023.

The purpose of this contract is to select a qualified vendor to develop an on-line training program for District supervisors in 2021 and 2022 and amend with updates, if any, in 2023. This eLearning supervisory training will focus on encouraging the efficient supervision, management, and development of subordinate staff among all levels of our organizational hierarchy. The training will incorporate the District's operations, policies and procedures. Designed to bolster the managerial acumen of District managers and supervisors, this virtual training series will also provide guidance to meet diverse challenges, and further strengthen our organization's commitment to addressing the professional development needs of supervisory staff. The qualified vendor is required to create an on-line class that is compatible with the District's learning management system, Cornerstone.

The estimated cost for this RFP is a total of \$90,000.00 over a three-year agreement. The estimated cost for 2021 is \$20,000.00, \$50,000.00 in 2022, and \$20,000.00 in 2023, with a total cost not to exceed \$90,000.00.

A bid deposit is not required for this RFP.

The Affirmative Action Ordinance, Appendix A and Appendix V will not be included in this contract 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	November 11, 2020
Proposals Received	December 11, 2020
Award	February 4, 2021
Completion	December 31, 2023

Funds for the 2021, 2022, and 2023 expenditures in Account 101-25000-601100 are contingent on the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 20-RFP-09.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:ELB
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 November 5, 2020

Attachment