



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 20, 2021

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 20-RFP-09 eLearning Supervisory Skills Training with To 11, LLC in an amount not to exceed \$88,000.00, Account 101-25000-601100, Requisition 1547246

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with To 11, LLC, to provide eLearning Supervisory Skills Training.

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.

On November 5, 2020, the Board of Commissioners granted authority to advertise this RFP, award the contract, and begin work in the year 2021.

On November 11, 2020, Request for Proposal 20-RFP-09 eLearning Supervisory Skills Training was advertised. Four hundred twenty-eight (428) firms were notified, and thirty-one (31) firms requested proposal documents. The District received seven (7) proposals dated December 11, 2020 from the following vendors: Aperture EQ; Reflection Software, Inc; MBA Project Solutions Corporation; Skillsoft Corporation; eLearning Lair; OSS Academy; and To 11, LLC. Skillsoft Corporation was deemed non-responsive as they failed to notarize their Non-Collusion Affidavit.

Five District employees, three members of the Human Resources Department, one member from the Engineering 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, four (4) 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 (BAFO) to the Director of Procurement and Materials Management.

Based on the overall evaluation of the proposers, To 11, LLC was selected to provide on-line supervisory skills

training services.

Inasmuch as the firm of To 11, 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 \$88,000.00.

The Diversity Section determined that this RFP should not contain Affirmative Action goals because the expenditures are less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

Funds being requested for the 2021 expenditure, in the amount of \$20,000.00, are available in Account 101-25000-601100. The estimated expenditure for 2022 is \$56,000.00 and the estimated expenditure for 2023 is \$12,000.00. Funds for 2022 and 2023 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Beverly K. Sanders, Director of Human Resources

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 May 20, 2021

Attachment