

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: August 11, 2023

TO: Thaddeus J. Kosowski, Director of Human Resources

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator

SUBJECT: Revised - Goal Review of Contract 23-RFP-11 – Individual Coaching and Training Services for a Three-Year Period – Second Review

Our review of the draft Request for Proposal indicates that Affirmative Action goals are not recommended. The Appendix A and Appendix V will not be included.

The purpose of this Request for Proposal is to engage the services of a Proposer to conduct individual coaching for mid-level managers whose current needs include progressive corrective coaching (PCC); improving effective communication skills in every interaction; acknowledging and handling different workstyles among employees; improving skills in managing different workplace personalities; improving coaching and leadership skills; handling difficult situations and conversations with diplomacy and tact; and learning to create a motivating environment. The firm must conduct validated assessments of mid-level managers and to provide feedback and coaching services with each participant over the span of the three-year agreement. As an option, the District may request that the firm create individual development plans based on assessment results and performance feedback. The goal is to refine the mid-level managers' existing skills or acquire new skills required to develop, lead and coach their own teams successfully. Further, the firm may be asked to provide guidance on various topics related to supervisory and leadership skill deficiencies throughout the span of the agreement. The length of time for this contract is thirty-six (36) months. The cost estimate for this contract is not to exceed \$125,000.00.

These types of services are typically performed by a single provider at the provider's facility which does not allow for any subcontracting opportunities. Therefore, the Appendix A and Appendix V are not applicable.

If you have any questions, please contact Malisa Torres, Diversity Officer, at extension 15711.

RLM:MGT

Attachment

c: LoCascio, Cornier, Morakalis, Lopez, Valdez, Powell, Torres, file