

NOTICE

REQUEST FOR PROPOSAL
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

ELEARNING COURSES FOR RETURN-TO-WORK PROGRAM
FOR A THREE-YEAR PERIOD

17-RFP-38

The Metropolitan Water Reclamation District of Greater Chicago ("District") requests proposals from any prospective Proposer for the above captioned subject which is described in document 17-RFP-38.

PROPOSALS ARE DUE OCTOBER 13, 2017

Sealed proposals will be received until Friday, October 13, 2017 AT 11:00 A.M. CDT, at the bid depository safe located in the lobby of the Metropolitan Water Reclamation District Administration Building, 100 East Erie Street, Chicago, Illinois 60611. No proposals will be accepted after 11:00 A.M. CDT on the above-scheduled due date.

All proposals faxed, or electronically submitted, to the Metropolitan Water Reclamation District of Greater Chicago will be deemed non-responsive, rejected, and returned to the Proposer. Proposals transmitted by U.S. mail or other delivery will be considered only when said proposals are in the bid depository safe at the time fixed for receiving said proposals. The District does not guarantee that proposals received by mail or other delivery will be deposited in the bid depository safe in time for the scheduled due date and time.

Return Request for Proposal submission to:

Sealed Bid Depository, MOB Lobby
Metropolitan Water Reclamation District of Greater Chicago
100 East Erie Street
Chicago, IL 60611
Proposal for: Contract 17-RFP-38

The District is seeking a vendor to provide eLearning courses in the area of industrial operations and maintenance to support a return-to-work (RTW) program for the skilled trades and labor workforce. A complete description of the required services is provided in the proposal document, Section II, Scope of Work. The contract for this RFP shall be for a three-year period. Funding of all contract items is subject to the Board of Commissioners budgetary approval for that year.

The estimated cost for these services is: \$60,000.00. There is no bid deposit required.

Copies of the Request for Proposal are only available online from the District's website at www.mwrd.org (Quick Links > Contracts and Proposals > For Contracts Being Currently Advertised). No fee is required for the Request for Proposal documents. Any questions regarding the downloading of Request for Proposal documents should be directed to (312) 751-6643.

A total of five (5) copies of the Request for Proposal must be submitted, one (1) original signature set and four (4) copies. The original signature set of the Cost Proposal documentation shall be submitted in a separate sealed envelope. Do not include the Cost Proposal in the five (5) copies. All Proposers must include one (1) CD-ROM or flash drive containing the proposal response including all appendices with the exception of Appendix B: Cost Proposal, which must be excluded from all files submitted. All files saved on the electronic storage media must be in PDF format, and must not contain viruses or programmed instructions from the Proposer. The original hardcopy proposals will be reviewed as the official submittal from the Proposer. The electronic files will be used for archiving purposes only. Proposals received in a format different from that described in this Request for Proposal will not be accepted.

All Proposers shall conform to all the terms and conditions of this Request for Proposal, as stated in this document. Failure to conform to the terms and conditions of the Request for Proposal will render the proposal non-responsive and ineligible for further consideration. A successful Proposer will be required to comply with all applicable Federal and State of Illinois Equal Opportunity Regulations as required.

The District assumes no responsibility for documents sent through the mail. Further, the District assumes no liability or responsibility for the failure or inability of any Proposer to successfully download any and all contract documents, including but not limited to specifications, proposal forms and/or plans, as a result of any type of technological computer and/or software system failure or breakdown that restricts, prohibits or prevents successful downloading of any and all District contract documents by the Proposer, whether caused by the District or other parties, directly or indirectly.

Any potential bidder with questions regarding the meaning of any part of the specifications or other bidding documents should submit such inquiries online at the District's website, www.mwrd.org, under the "Contracts and Proposals" section of the website. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the bidding documents will be available online on the District's website until the bid opening date of the bidding documents. No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

The District does not guarantee the timeliness of responses provided online, nor does the District guarantee that such responses will be provided in adequate time to affect the submission of bids. The District shall provide responses online ONLY if the responses do not interpret or otherwise change the bidding documents.

The District's responses online are NOT official responses, and, therefore, are not binding to the bidding documents. Any official interpretation or change to the bidding documents will be made only by addendum duly issued to all plan holders on record by the Director of Procurement and Materials Management.

The District will only respond to questions received online up to ONE WEEK prior to the bid opening date of the bidding documents. The District will not respond to questions received after this date.

The contact person for the request for proposal is Roxanne J. Bonner, Human Resources Manager. This contact person will provide online responses to online inquiries.

The District reserves the right to accept any Request for Proposal or any part thereof or to reject any and all Request for Proposals.

Metropolitan Water Reclamation District
of Greater Chicago

By Darlene A. LoCascio
Director of Procurement & Materials Management

Date of Advertisement: Wednesday, September 20, 2017