

**NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**AGREEMENTS FOR PROFESSIONAL DEVELOPMENT PROGRAM FOR
MANAGEMENT DEVELOPMENT AND INFORMATION TECHNOLOGY FOR YEARS
2025 – 2027**

CONTRACT 24-RFP-10

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 24-RFP-10.

PROPOSALS ARE DUE April 18, 2025

Sealed proposals, endorsed as above, will be submitted to the District via an electronic upload to the Bonfire Portal only. See “Submission Via the Bonfire Portal” for instructions. Proposals will be accepted from the date of the Invitation to Bid, up to 11:00 A.M. (Central time), on April 18, 2025, as stated above.

No bids will be accepted after 11:00 A.M. (Central time) on the above scheduled due date. Faxed, mailed, or hand delivered proposals will not be accepted. There is no Bid Depository safe for this purpose.

The District is seeking vendors to develop and deliver specialized training programs on a variety of subject matters related to various professions under one **or more** agreements to meet the training needs for the Management Development and Information Technology Training Programs. The contracts for these services will begin in year 2025 and end in year 2027.

There is no cost estimate for this RFP, since it is an “indefinite delivery, indefinite quantity” contract to provide specialized training courses for various subject matters related to the development and delivery of professional training. A complete description of the required services is provided in the proposal document, Section II, *Scope of Work*.

Copies of the Request for Proposal are only available online from the District’s website at www.mwrdd.org (DOING BUSINESS → PROCUREMENT & MATERIALS MANAGEMENT → CONTRACT ANNOUNCEMENTS). No fee is required for the Request for Proposal documents. Any questions regarding the downloading of Request for Proposal documents should be directed to contractdesk.org or call (312) 751-6643.

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.

Proposers are to include with their proposal signed copies of any addenda, or acknowledge receipt of any addenda, if the District issued any addenda to this contract. Failure to do so may be cause for the rejection of any bid. Bidding documents are available only online, and any addenda issued for this contract will be available online at the District's website, www.mwrd.org (Doing Business→Procurement and Materials Management→Contract Announcements). Addenda will also be emailed/faxed to each person receiving a set of such contract documents and to such other prospective Proposers as shall have requested that they be furnished with a copy of the addenda.

Funding of all contract items is subject to the Board of Commissioners' approval of the budget for those years.

This Request for Proposal consists of two (2) groups. The Proposer may submit a proposal for one or both groups.

If any potential Proposer contemplating to submit a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, such inquiry should be submitted online at the District's website, www.mwrd.org. The path is as follows: Doing Business→Procurement and Materials Management→Contract Announcements. 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 will only respond to questions received online up to ONE WEEK prior to the date set to receive proposals. The District will not respond to questions received after this date. 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 addenda duly issued to all plan holders on record by the Director of Procurement and Materials Management.

The contact person for the request for proposal is Judith Classen Smith, Human Resources Analyst. 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

Darlene A. LoCascio
Director of Procurement & Materials Management

DATE OF ADVERTISEMENT: Wednesday, March 19, 2025