

**I-1  
NOTICE  
INVITATION TO BID  
TO  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**Harassment and Diversity Awareness: Customizable Course for Online and In-Person Instruction  
From January 1, 2025 through December 31, 2027**

**24-RFP-12**

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-12.

**PROPOSALS ARE DUE Friday, January 10, 2025**

Sealed proposals endorsed as above will be submitted to the District via 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, CT) on the stated date (January 10, 2025).

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

The District is seeking a vendor to develop a training program on preventing harassment, discrimination, retaliation, and workplace violence; and promoting diversity awareness and creating a respectful and civil workplace. This program will be delivered in three different formats over the course of three years:

- Year 1: Create an interactive AICC/SCORM training video to be placed on the MWRD’s Learning Management System, Cornerstone OnDemand.
- Year 2: Deliver up to and not to exceed, ninety (90) live in-person training classes across seven District locations.
- Year 3: Deliver up to and not to exceed, ninety-nine (99) virtual instructor-led training classes to be delivered in Microsoft TEAMS through the Cornerstone OnDemand platform.

The program will be for approximately 2,000 District employees and must be compatible with the Cornerstone OnDemand (Cornerstone) learning management system. The proposal document, Section II, Scope of Work provides a complete description of the required services. The contract for these services will be for the period January 1, 2025, through December 31, 2027.

The Cost Estimate of this Contract is \$175,000.00. No bid deposit is required.

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

Copies of the Request for Proposal are only available online from the District’s website at [www.mwrd.org](http://www.mwrd.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@mwrd.org](mailto:contractdesk@mwrd.org) or call (312) 751-6643.

The Affirmative Action Goals for this Request for Proposal are 10% Minority-owned Business Enterprises (MBE) and/or Women-owned Business Enterprises (WBE).

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.

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](http://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.

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](http://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 Karen Brown, Senior 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

By Darlene A. LoCascio  
Director of Procurement & Materials Management

DATE OF ADVERTISEMENT: Wednesday, December 4, 2024