



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve Terms of Business Agreement from Moran Consulting, Inc., in an amount not to exceed \$26,900

Presenter: Kathy Livernois

Please check appropriate box:

X	Government Operations – 5/6/13		Government Services
	Planning & Development		City Council -5/20/13
	Public Hearing		

Estimated Cost:	Not to exceed \$26,900	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
-----------------	------------------------	-----------	-----	-------------------------------------	----	--------------------------

If NO, please explain how item will be funded:

Executive Summary:

Four RFP’s were received. Moran Consulting, Inc. was not the least expensive, we but chose them due to:

- Their expertise in customer experience training with other municipalities
- Our past experience with them
- Their comprehensive and customizable materials and resources.

The cost to train 310 employees is \$86.75 per person for a total of \$26,900.

Attachments: *(please list)*

Terms of Business Agreement

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Terms of Business Agreement from Moran Consulting, Inc., in an amount not to exceed \$26,900.

For office use only:

Agenda Item Number: 5a.

TERMS OF BUSINESS

Wherein Moran Consulting, Inc. of 833 West Belle Plaine, Chicago, Illinois, agrees to provide consulting, facilitation, instruction services and materials to the organization herein named as Project Sponsor.

Project Sponsor

Kathy Livernois
Director of Human Resources
630-377-4446

Project Location

City of St. Charles, Illinois
2 East Main Street
St. Charles, IL 60174

Project Scope:

Moran Consulting Inc. will provide the following services to City of St. Charles, Illinois on the dates noted below:

Service Essentials for Everyone

Dates: October 10, 21, 24, 29, 30, 31

310 participants

- 11 half-day sessions
- Participant Manuals for each participant

Travel:

Travel expenses will be the responsibility of the client, not to exceed \$250. Travel expenses may include airfare, lodging, ground transportation, meals and other related expenses. Moran Consulting will adhere to travel guidelines provided by the client. Travel expenses will be invoiced upon completion of the training.

Shipping:

Shipping expenses will be the responsibility of the client, not to exceed \$150. Shipping may include shipment of participant manuals and other training supplies. Shipping expenses will be invoiced upon completion of the project.

Project Scheduling and Enrollment:

It is understood that the City of St. Charles, Illinois is responsible to coordinate meeting attendance by key department personnel. The communication for the project will come from Kathy Livernois or Jennifer Kuhn.

Cancellation and Postponement of Meetings:

Moran Consulting, Inc. cannot be responsible for last minute meeting cancellations. However, our goal is to provide the City of St. Charles, Illinois with as much flexibility and service to this process as possible.

City of St. Charles, Illinois may for any reason cancel or postpone any activity covered in this contract without penalty, providing Moran Consulting, Inc. receives written notice of such cancellation or postponement at least 20 calendar days prior to the first day scheduled for the project. However, City of St. Charles, Illinois agrees to pay Moran Consulting, Inc. 50% of the fee for any project cancelled or postponed within 8-19 days notice, and 100% of the fee with 7 days or less notice.

Confidentiality and Proprietary Information:

The Moran Consulting Inc. consultants agree that during or after the termination of this agreement, not to reveal trade secrets or confidential information or other relevant information to any person or firm.

Intellectual Property and Copyright:

City of St. Charles, Illinois recognizes the sole ownership by Robert Moran of Moran Consulting, Inc. of the copyrights and trademarks, and of the methods, systems, ideas and programs used. Further, City of St. Charles, Illinois agrees not to reproduce, or to allow others to use or reproduce, in any form, any Moran Consulting, Inc. tools or instruments unless permission is granted in writing.

Moran Consulting, Inc.	Date:	City of St. Charles, Illinois	Date
_____	_____	_____	_____
Andrew P. Peck Director of Operations		Kathy Livernois Director of Human Resources	

Return to Moran Inc. via:
Fax # 773-388-9442 or
Email: service@moraninc.com