


**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** March 14, 2019

**TO:** Beverly K. Sanders, Director of Human Resources

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** Review of 19-RFP-12 Dental Plan Administrator

Our review of this contract indicates that Affirmative Action goals are not recommended.

The District is seeking proposals from qualified carriers to provide a dental preferred provider organization (DPPO) plan and a dental maintenance organization (DMO) plan for its employees. The estimated administrative cost for these services is \$160,000.00.

The scope of work listed in the contract documents did not provide opportunities for MBE/WBE/SBE/VBE participation. The scope of work is limited to providing only the DPPO and DMO and there are no MBE/WBE/SBE/VBE firms available to perform the requested service. Therefore, the Appendix A and the Appendix V should not be included.

Should you have any questions, please contact PJ Spencer, Diversity Officer, at extension 1-5876.

RDB/PCS  
Attachment

c: Darlene A. LoCascio, Director of Procurement and Materials Management  
Shields-Wright (Law), Fisher, file (2)