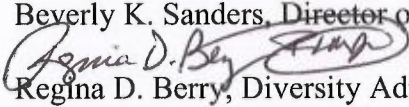


**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** October 4, 2019

**TO:** Beverly K. Sanders, Director of Human Resources  
  
**FROM:** Regina D. Berry, Diversity Administrator

**SUBJECT:** Review of 19-RFP-40 Safety Consulting Services

Our review of the draft RFP indicates that this RFP should not contain goals for Affirmative Action participation. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost for these services is \$50,000.00, Affirmative Action participation goals will not apply. Therefore, Appendix A nor Appendix V should 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  
Morakalis, Cornier, May, Kosowski, file (2)

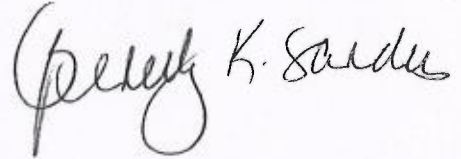
INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: HUMAN RESOURCES

DATE: October 3, 2019

TO: Regina Berry, Diversity Administrator  
FROM: Beverly K. Sanders, Director of Human Resources  
SUBJECT: Review of 19-RFP-40 Safety Consulting Services



Attached for your review is Request for Proposal 19-RFP-40 to select a vendor to perform safety consulting services. The estimated cost of these services is \$50,000.00.

A Report on Advertisement will be submitted to the Department of Procurement and Materials Management to be placed on the agenda for the October 17, 2019 Board meeting. The contract will be advertised beginning October 23, 2019. Please note that because the cost of these services is less than \$100,000.00, it anticipated that there will be no Affirmative Action participation goals.

Please provide comments regarding any affirmative action considerations by **October 4, 2019** to accommodate this schedule.

  
BKS:TJK

Attachment

RECEIVED

OCT 03 2019

Diversity Section