

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** April 30, 2019

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

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



**SUBJECT:** Review of Request for Proposal 19-RFP-14 Pre-Employment Physical Examinations,  
Post-Offer Physical Assessments and Related Services

Our review of this Request for Proposal indicates that Affirmative Action goals are not recommended.

The purpose of this Request for Proposal is to select a vendor to perform the following services: pre-employment medical examinations and drug tests; return-to-work medical examinations and drug tests; and post-offer physical assessments for physically demanding jobs. The preference is for these services to be conducted in a single visit to the provider's facility. The estimated cost for these services is \$180,000.00.

These types of services are typically performed by a single provider at the provider's facility and do not provide practical or cost-effective opportunities for subcontracting. Therefore, the Affirmative Action 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, Fisher, file (2)