

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** October 25, 2019

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

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



**SUBJECT:** Review of 19-RFP-41 Compensation and Benefits Study

Our review of this RFP indicates that Affirmative Action goals of 10% MBE and/or WBE and 10% SBE should be included. Appendix V should not be included.

The following changes are requested:

- The following language should be included in bold in the Notice Request for Proposal:  
"The Affirmative Action Goals for this Request for Proposal are 10% Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE) and 10% Small Business Enterprises (SBE)."
- The following language should be included in Section IV. VENDOR QUALIFICATIONS:

**F. AFFIRMATIVE ACTION**

It is the policy of the District that Minority, Small and Women's Business Enterprises shall have the maximum practicable opportunity to participate in the performance of the contracts or subcontracts. If such qualifications are present, they should be described in your proposal and will be taken into consideration in awarding the contract (See Appendix A).

1. Describe your policy/practice of recruiting Minority, Small and Women's businesses for the provision of professional services.
2. Identify the names for Minority, Small and Women businesses and other vendors to be utilized for this proposal and a description of the services to be provided.
3. Furnish the estimated percentages of work to be performed by your Minority, Small and Women businesses with the proposal.

- The following language should be included in Section VII. EVALUATION AND SELECTION PROCESS

**8. Affirmative Action:** It is the policy of the District that Minority, Women's and Small Business Enterprises have maximum practicable opportunity to participate in the performance of contracts or subcontracts. If such qualifications are present, they should be described in the proposal and will be taken into consideration in awarding the contract (see Appendix A).

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

RDB/PCS

c: Ms. Darlene A. LoCascio, Director of Procurement and Materials Management  
Morakalis, Cornier, May, J. Fisher, File (2)