

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

DEPARTMENT: General Administration
Diversity Section

DATE: June 21, 2017

TO: Beverly K. Sanders, Director of Human Resources

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: Review of Request for Proposal 17-RFP-32 Insurance Broker Services

Our review of this RFP indicates that due to the various items under the scope, Affirmative Action goals of 10% MBE, 5% WBE and 10% SBE should be included.

- 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), 5% Women Business Enterprises (WBE) and 10% Small Business Enterprises (SBE)."
- The following language should be included in Section IV. PROPOSER QUALIFICATIONS:

E. 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 VIII. EVALUATION AND SELECTION

10. **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).

The Appendix A itself should be inserted as an additional appendix (see attached).

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

RDB/PCS
Attachments

c: Ms. Darlene A. LoCascio, Director of Procurement and Materials Management
Shields-Wright (Law), Cornier, Joplin, File (2)