



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0722, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 6, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-35 to engage a consultant for services pertaining to the recruitment, implementation and establishment of Small Business Enterprises (SBE) Program for increased participation on certain District contracts, estimated cost \$30,000.00, Account 101-30000-612430, Requisition 1467952

Dear Sir:

Request for Proposal 17-RFP-35 documents have been prepared to engage a consultant for services pertaining to the recruitment, implementation and establishment of a Small Business Enterprises (SBE) Program for increased participation on certain contracts under the District's Affirmative Action Ordinance, Revised Appendix D .

The purpose of this contract is to retain the services of a consultant to assist the District in the establishment and implementation of a SBE Program. The proposed program will provide enhanced recruitment and development opportunities, to allow for increased participation, on a race and gender neutral basis, for certain District contracts. The contract begins November 1, 2017 and ends May 31, 2018.

The estimated cost for this RFP is \$10,000.00 for 2017 and \$20,000.00 for 2018.

A bid deposit is not required for this RFP.

Appendix A will not be included due to the scope of work performed under this RFP.

The tentative schedule for this contract is as follows:

Advertise	August 2, 2017
Proposals Received	September 1, 2017
Award	October 5, 2017
Completion	May 31, 2018

Funds for 2017 are available in Account 101-30000-612430. Funds for 2018, are contingent on the Board of Commissioners approval of the District's budget for that year.

Requested, Susan T. Morakalis, Acting General Counsel, STM:HSW:TN:bh
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for July 6, 2017