

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: March 3, 2022

TO: Shellie Riedle, Administrative Services Officer

FROM: Regina D. Berry, Diversity Administrator

SUBJECT: Review of 21-RFP-15 Microfilming and Scanning

Our review of this Request for Proposal indicates that due to the scope of work, Affirmative Action goals of 20% MBE, 10% WBE, 10% SBE and 3% VBE should be included.

References to Minority, Women, Small Business and Veteran requirements and Appendices A and V should be included in the RFP.

The language must be included in the contract: **The Contractor agrees to use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes in order to fulfill the Affirmative Action requirements.**

Should you have any questions, please contact Ouidie Pollard, Diversity Officer, at extension 1-3029.

RDB/PCS
Attachment

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, file (2)