

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

DEPARTMENT: General Administration
Diversity Section

DATE: April 7, 2017

TO: Beverly K. Sanders, Director of Human Resources

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: Review of 17-RFP-26, Vision Plan Administrator

Our review of this RFP indicates that due to the various items under the scope, Affirmative Action goals of 20% MBE, 10% WBE and 10% SBE should be included.

References to **MINORITY, WOMEN AND SMALL BUSINESS REQUIREMENTS (Appendix A)** and the Affirmative Action goals should remain in the RFP.

Contact PJ Spencer at extension 1-5876 if you have any questions.

RDB/PCS

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