

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: October 28, 2021

TO: Beverly K. Sanders, Director of Human Resources

FROM: Regina D. Berry, Diversity Administrator 

SUBJECT: **Review of 22-RFP-01 for Employee Assistant Program**

Our review of this proposal indicates that Affirmative Action goals are not recommended.

The District is seeking an Employee Assistance Program Administrator for the continuation of a comprehensive Employee Assistance Program (EAP) for the District's approximately 1,900 employees and their family members. The estimated cost of this contract is \$285,000.00 over a five (5) year period.

This RFP does not provide practical opportunities for subcontracting. The employee population spans a wide variety of EAP services that are charged per headcount, per employee, per quarter, and per episode of care. There is no way to foresee the specific services that will be utilized to appropriately assess Affirmative Action goals.

Therefore, Appendix A and Appendix V should not be included.

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

RDB:omp

Attachment

cc: LoCascio, D., Morakalis, S., Cornier, J. Fisher, file