

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** April 25, 2022

**TO:** Beverly K. Sanders, Director of Human Resources

**FROM:** Dr. Regina D. Berry, Diversity Administrator *RDB*

**SUBJECT:** Review of Request for Proposal #22-RFP-12 "Insurance Broker Services."

We have reviewed the documents for contract 22-RFP-12, "Insurance Broker Services." Our review of this contract specification indicates that Affirmative Action goals are recommended. Affirmative Action goals of 20% MBE, 10% WBE, and 10% SBE should be included.

References to Minority, Women and Small Business requirements and Appendix A should be included. Appendix V is not applicable to this contract.

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.

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

RDB:omp

cc: LoCascio, D., Cornier, L., Morakalis, J. file