

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: March 24, 2023

TO: Beverly K. Sanders, Director of Human Resources

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator *RLM PS JAB*

SUBJECT: **Goal Review of Contract 23-RFP-10 – Pre-Employment Physical Examinations, Post-offer Physical Assessments and Related Services**

Our review of this Request for Proposal indicates that Affirmative Action goals are not recommended. The Appendix A and Appendix V will not be included.

The purpose of this Request for Proposal is to select a vendor to perform the following services: pre-employment medical examination and drug tests; return-to-work medical examinations and drug tests; and post-offer physical assessments for physically demanding jobs. The preference is for these services to be conducted in a single visit to the provider's facility. The estimated cost for these services is \$144,000.00.

These types of services are typically performed by a single provider at the provider's facility which does not allow for any subcontracting opportunities. Therefore, the Appendix A and Appendix V are not applicable.

If you have any questions, please contact Malisa Torres, Diversity Officer, at extension 15711.

RLM:MGT

Attachment

c: LoCascio, Cornier, Morakalis, Lopez, Valdez, Fisher, Torres, file