

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: December 7, 2021

TO: Shellie Riedle, Administrative Services Officer

FROM: Regina D. Berry, Diversity Administrator

RDB 

SUBJECT: 21-RFP-20 Perform Legislative Consulting Services

Per your request, the Diversity Section has determined that the following firms are acceptable for MBE/WBE/SBE participation:

Classification Type	Business Name	Contact
MBE/SBE	Ernest R. Sawyer Enterprises, Inc.	Ernest R. Sawyer

The Minority, Women and Small Business Enterprises goals for the above contract are 10% MBE, and/or 10% WBE and 10% SBE. According to the MBE/WBE/SBE Commitment Form, O'Connell & Dempsey, LLC commits to the following goals:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
12%	0%	*

* MBE satisfies SBE

The Consultant, O'Connell & Dempsey, LLC, has met the requirements of Appendix A.

If you have any additional questions, please contact PJ Spencer, Diversity Officer, at extension 1-5876.

RDB/PCS

Attachment

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

APPENDIX A

CONSULTANT CONTRACT

for

MBE, WBE, AND SBE FIRMS

APPENDIX A - CONSULTANT CONTRACT

MINORITY, WOMEN, and SMALL BUSINESS REQUIREMENTS

1. The Consultant will make positive efforts to satisfy the Minority (MBE), and Women (WBE) and Small Business Enterprise (SBE) requirements set forth in the Affirmative Action policy of the Metropolitan Water Reclamation District of Greater Chicago (MWRD).
2. The standard Affirmative Action participation goals for Consulting Services are 20% MBE, 10% WBE, and 10% SBE, unless otherwise specified in the Notice of Request for Proposal. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00.
3. The Consultant will undertake “**Good Faith Efforts**” to ensure that qualified MBE, WBE and SBE firms are utilized in the performance of the contract and will provide maximum opportunities for MBE, SBE, WBE participation, notwithstanding the fact that the Consultant may have the capability to complete the project without the use of sub-consultants.
4. Commitment to meet MBE/WBE/SBE goals:
 - Complete the **MBE/WBE/SBE COMMITMENT FORM**. Provide the names, contact information and qualifications for the prospective MBE, WBE and SBE firms that you plan to use. Delineate the various anticipated categories and/or disciplines of work/services to be provided by MBE, WBE and SBE firms.
 - Summarize Consultant’s commitment to comply with the MBE/WBE/SBE goals regarding Minority Business Enterprise (**MBE**), Women Business Enterprise (**WBE**) and, Small Business Enterprise (**SBE**) for this project.
5. In accordance with the District’s Affirmative Action Ordinance Revised Appendix D, the Consultant shall make every effort to comply with the following requirements:
 - Where a contractor is a business owned and controlled by minority women (“M/WBE”) or where the contractor utilizes a M/WBE in a joint venture or as a subcontractor, the contractor may count the M/WBE participation either towards achievement of the MBE or WBE goal, but not both. A contractor may count toward the achievement of its SBE goals the utilization of any MBE or WBE which also satisfies the definition of a SBE.
 - *A "Small business enterprise" or "SBE" means any contractor who has received gross receipts of \$41.25 million or less, per year averaged over the preceding five business years. Size determinations shall include the SBE concern and all its domestic and foreign affiliates.*
 - All minority, women and small businesses must conform to the definition of “Participating Businesses.” A participating business means a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois or Lake County in the State of Indiana which has the majority of its regular full-time work force located in this region and/or a business which has been placed on the District’s vendor list and/or has bid on or sought District construction work.

MBE/WBE/SBE COMMITMENT FORM

1. Name of MBE/WBE/SBE: **Ernest R. Sawyer, Inc.**
Identify MBE, WBE, SBE Status: **MBE/SBE** Address: **100 North LaSalle Street, #1515**
City, State, Zip Code: **Chicago, IL 60602**
Contact Person: **Ernest R. Sawyer** Telephone Number: **312-364-9292**
eMail Address: **esawyer@ersenterprises.net** Dollar Amount of Participation:
\$20,825.00 Percent of Participation: **12%** Scope of Consulting Contract: **Legislative**
research, covering and reporting on Congressional hearings, performing federal grant
research, reviewing legislation and administration proposals.

2. Name of MBE/WBE/SBE: _____
Identify MBE, WBE, SBE Status: _____ Address: _____
City, State Zip Code: _____
Contact Person: _____ Telephone Number: _____
eMail Address: _____
Dollar Amount of Participation: \$ _____ Percent of Participation: _____
%Scope of Consulting Contract: _____

3. Name of MBE/WBE/SBE: _____
Identify MBE, WBE, SBE Status: _____ Address: _____
City, State Zip Code: _____
Contact Person: _____ Telephone Number: _____
eMail Address: _____
Dollar Amount of Participation: \$ _____ Percent of Participation: _____
%Scope of Consulting Contract: _____

4. Name of MBE/WBE/SBE: _____
Identify MBE, WBE, SBE Status: _____ Address: _____
City, State, Zip Code: _____
Contact Person: _____ Telephone Number: _____
eMail Address: _____
Dollar Amount of Participation: \$ _____ Percent of Participation: _____
%Scope of Consulting Contract: _____

Attach a copy of qualifications for each MBE, WBE and SBE firm
Please duplicate this blank page when additional certified MBE/WBE subcontractors are being used on this contract.

O'Connell & Dempsey's MBE/WBE/SBE Commitment

O'Connell & Dempsey is committed to comply with the District's MBE/WBE/SBE goals regarding Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Small Business Enterprises (SBE) for professional services as detailed under this Response for Proposal. As a women-owned small business in Washington, DC, O'Connell & Dempsey is supportive of and committed to the District's Affirmative Action policy that Minority-Owned, Women-Owned and Small Business Enterprises have the maximum practicable opportunity to participate in contracts or subcontracts.

O'Connell & Dempsey has been working with the MBE/SBE firm of Ernest R. Sawyer Enterprises, Inc. for a number of years successfully for the District and we plan to continue the positive and productive relationship we have enjoyed with Ernest R. Sawyer Enterprises, Inc. and their talented team.