

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: February 3, 2022

TO: Brian Perkovich, Executive Director

FROM: Regina D. Berry, Diversity Administrator




SUBJECT: Review of Request for Proposal 22-RFP-10 Virtual Vendor Outreach Platform & Event

Our review of this RFP indicates that it should not contain goals for Affirmative Action participation. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost for these services is \$15,000.00, Affirmative Action participation goals will not apply. Therefore, Appendix A and Appendix V should not be included.

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

RDB/PCS

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