


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** April 6, 2023
Diversity Section

TO: Jacqueline Torres, Clerk/Director of Finance

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator 

SUBJECT: Review of Contract 23-RFP-03, Court Reporting 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 seek a qualified vendor to perform court reporting services for the various District departments. The estimated total cost for the services in the Request for Proposal is \$333,000 for 3 years.

Contract goals are established based upon the availability of at least three (3) MBEs and three (3) WBEs registered on the District's Vendor List to perform the anticipated scope of work. Moreover, a review of the MBE/WBE vendors in SAP for court reporting services yielded one (1) WBE vendor. Therefore, the Appendix A and Appendix V are not applicable.

If you have any questions, please contact Diversity Officer, Jason H. Bullock, at extension 14038.

RLM:JHB

Attachments (2)

c: LoCascio, Morakalis, Cornier, Bullock, file