

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** January 25, 2022

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

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

**SUBJECT:** Review of RFP for Survey and Focus Group Consulting Services –  
22-RFP-05.

Our review of this RFP indicates that Affirmative Action goals are not recommended.

The District is seeking proposals from vendors experienced in delivering surveys, focus groups, and other similar consulting services. The estimated cost for these services is \$50,000.00. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00.

Subsequently, since the estimated cost for these services is not to exceed \$50,000.00, Affirmative Action participation goals do not apply. Therefore, Appendix A and Appendix V should not be included.

If you have any questions and/or concerns, please contact Diversity Officer, Ms. Ouidie Pollard, at extension 1-3029.

RDB:omp

Attachment(s):

cc: LoCascio, Cornier, Morakalis, file