


INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: August 16, 2024

TO: Susan T. Morakalis, General Counsel

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

SUBJECT: **Review of 24-RFP-15, Litigation Support Services for a Three-Year (3) Period**

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

The District is seeking an E-Discovery and trial support service provider for its Law Department for a three (3) year period. The required services include E-Discovery as a service including project management, processing, hosting, analysis and production of litigation case documents including electronically stored information (ESI), paper documents (requiring electronic conversion) and other media and trial support services. The estimated cost for these services is \$390,000.00.

There are no subcontractable items in this RFP. Therefore, the Appendix A and Appendix V should not be included.

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

RLM:jhb

c: LoCascio, Cornier, E. Avery, N. Lopez, M. Valdez, Bullock, file