

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** February 26, 2020

**TO:** Edward W. Podczerwinski, Director of Monitoring and Research

**FROM:** Regina D. Berry, Diversity Administrator *(rdb)*

**SUBJECT:** Review of 20-RFP-02 Deliver and Implement Laboratory Information Management System (LIMS)

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

The primary objective of this RFP is to deliver and implement a Laboratory Information Management System (LIMS). The District is seeking to replace its current LIMS in order to increase functionality, accuracy, efficiency, and reduce Monitoring & Research Department reliance on IT Department support. The estimated cost for this service is less than \$1,000,000.00.

LIMS is a highly specialized niche and focused software package that helps to manage, store, distribute and track laboratory workflows as well as results generated in a laboratory. The software is highly tailored to the type of industry in which it is used. Examples would include traceability of data, reagents, standards and documents as well as statistical calculation necessary for quality control. LIMS is one of the key components of the District's operations. The data generated by the laboratories is reported to the EPA to ensure compliance with the National Pollutant Discharge Elimination Program permits.

Based on the specialized nature of the work requested, these services do not provide practical or cost-effective opportunities for direct or indirect subcontracting. Therefore, the Affirmative Action Appendices A and V should not be included.

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

RDB/PCS  
Attachment

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