

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration,
Diversity Section

DATE: August 29, 2024

TO: Ted J. Kosowski, Director of Human Resources

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

Richard L. Martinez, Jr.

SUBJECT: Goal Review of Contract 24-RFP-12, Harassment and Diversity
Awareness: Customization Course for Online and In-Person Instruction

Our review of this RFP indicates that due to the various items under the scope, affirmative action goals should be “tailored” at 10% MBE and/or WBE. The Appendix V should not be included.

If you have any questions, please contact Diversity Officer, Desirée Foster, at extension 1-4036.

RLM:DAF

Attachments

cc: D. LoCascio, S. Morakalis, N. Lopez, L. Cornier, P. Kunath, M. Valdez, K. Brown, file

The following changes are requested:

- On page 4, Table of Contents, Appendix A, please remove words, Small Business and list Minority and Women Requirements
- On page 18, Section E. Affirmative Action, paragraph list 3, replace the sentence that begins with “Furnish the estimated...” with “Furnish the estimated percentages of work to be performed by your Minority and Women’s business with your proposal.”
- On page 25, Section 4, replace sentence with Minority and Women’s Business Requirements (Appendix A)
- On page 25, Section 9, Appendix A, please remove words, Small Business and list Minority and Women Requirements
- Please use the most recent revision of the Appendix A (attached)