

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO

DEPARTMENT: General Administration  
Diversity Section

DATE: October 27, 2022

TO: John Sudduth, Director of Information Technology

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: Review of JobAps Applicant Tracking System Software Renewal

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

The District is seeking to issue a purchase order and amend an agreement with JobAps, Inc. for Applicant Tracking System software maintenance for a three-year period in an amount not to exceed \$145,800.00.

Given that the renewal price consists solely of the maintenance fees for the three-year period, there are no opportunities for subcontracting. Moreover, JobAps, Inc. is the sole service provider of the Applicant Tracking System that the District has used since 2017. For these reasons, the Appendix A and Appendix V should not be included.

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

RDB/PCS

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