

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration,
Diversity Section

DATE: April 29, 2025

TO: Ted J. Kosowski, Director of Human Resources

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

Richard L. Martinez, Jr.

SUBJECT: Revised Review of 24-RFP-18 Leadership Training for a Three-Year Period

Our revised review of the draft RFP to select a vendor for leadership training for a three-year period indicates that this RFP should not contain goals for Affirmative Action participation. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost for these services is not to exceed \$90,000.00 for a three-year period, Affirmative Action participation goals will not apply. Therefore, Appendix A and Appendix V should not be included.

If you have any questions, please contact Diversity Officer Susan M. Schaefer, at extension 1-4043.

RLM/SMS

cc: LoCascio, Morakalis, Powell, Cornier, Kunath, Lopez, Valdez, file