

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** April 9, 2020

**TO:** Beverly K. Sanders, Director of Human Resources

**FROM:** Regina D. Berry, Diversity Administrator



**SUBJECT:** 20-RFP-11 Review for Master Agreement for Professional Development Course for a Three-Year Period

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

The District is seeking proposals from universities or other organizations experienced in the development and delivery of professional training. These courses will be approximately one (1) to five (5) days in duration and cover topics from introductory to advanced levels. There is no cost estimate for this RFP since it is an "indefinite delivery, indefinite quantity" contract.

The requested services do not provide practical or cost-effective opportunities for direct or indirect subcontracting. Universities and other organizations with experience in the development and delivery of professional training typically contract using their own staff. Therefore, the Affirmative Action Appendix A and Appendix V should not be included.

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

RDB/PCS  
Attachment

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