

INTEROFFICE MEMORANDUM

**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: General Administration
Diversity Section

DATE: April 10, 2020

TO: Beverly K. Sanders, Director of Human Resources

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: Review of 20-RFP-07 On-Line Workplace Ethics Training

Our review of the draft RFP 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 \$45,000.00, Affirmative Action participation goals will not apply. Therefore, Appendix A nor Appendix V should 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, Cornier, May, T. Powell, file (2)