

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** April 23, 2025

**TO:** Ted J. Kosowski, Director of Human Resources

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

**SUBJECT: Review of 25-RFP-15, Deferred Compensation Plan Investment Consulting Services**

The Diversity Section has completed its review of the subject Request for Proposal ("the RFP," "the Plan" or "the Project"). We have determined that the RFP should not contain goals for Affirmative Action participation.

An investment consultant is being sought by the District to provide services supporting the administration of its Deferred Compensation Plan. The estimated cost of the Plan is \$165,000.00 over a three-year period.

The consultant's scope of work will encompass quarterly performance evaluations of mutual fund offerings, together with investment research, investment recommendations, and compliance support. The consultant will also provide additional services, including fiduciary responsibility training for any new committee members who may be appointed during the term of the Plan.

In view of the continuity required to provide the referenced administrative services, the selected consultant must ensure its direct involvement and stewardship in completing the associated scope of work. As such, practical opportunities for subcontracting are not provided with the Project. As a result, based upon the factors noted above, Appendices A and V should not be included in the RFP.

If you would like further information concerning this review, please contact Diversity Officer Fred Fortier at (773) 999-6715.

RLM/FF

Attachment

C: D. LoCascio, S. Morakalis, J. Fisher, L. Cornier, P. Kunath, N. Lopez, M. Valdez