

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** February 26, 2020

**TO:** Edward W. Podczerwinski, Director of Monitoring and Research

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

**SUBJECT:** Review of 20-RFP-02 Deliver and Implement Laboratory Information Management System (LIMS)

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

The primary objective of this RFP is to deliver and implement a Laboratory Information Management System (LIMS). The District is seeking to replace its current LIMS in order to increase functionality, accuracy, efficiency, and reduce Monitoring & Research Department reliance on IT Department support. The estimated cost for this service is less than \$1,000,000.00.

LIMS is a highly specialized niche and focused software package that helps to manage, store, distribute and track laboratory workflows as well as results generated in a laboratory. The software is highly tailored to the type of industry in which it is used. Examples would include traceability of data, reagents, standards and documents as well as statistical calculation necessary for quality control. LIMS is one of the key components of the District's operations. The data generated by the laboratories is reported to the EPA to ensure compliance with the National Pollutant Discharge Elimination Program permits.

Based on the specialized nature of the work requested, these services do not provide practical or cost-effective opportunities for direct or indirect subcontracting. Therefore, the Affirmative Action Appendices A and V should not 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 (Law), Cornier, May, Grunwald, file (2)

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** Monitoring and Research

**DATE:** February 13, 2020

**TO:** Darlene A. LoCascio  
Director of Procurement and Materials Management

Susan T. Morakalis  
General Counsel

Regina K. Berry  
Diversity Administrator

**FROM:** Edward W. Podczerwinski  
Director of Monitoring and Research

*Edward Podczerwinski/JW*

**SUBJECT:** Review and Comment on 20-RFP-02 "Deliver and Implement Laboratory Information Management System (LIMS)" (Requisition 1539731)

Attached is the draft Request for Proposal (RFP) 20-RFP-02 to Deliver and Implement a Laboratory Information Management System for your review and comment. As per a recent memo sent on the same subject dated January 31, 2020, Bonnie Kennedy of the Law Department and Stan Kawa of the Procurement and Materials Management Department have already been assigned to review and comment on this RFP.

Please provide your review comments to my office by February 26, 2020. The request for the authority to advertise is scheduled for the March 19, 2020, Board Meeting.

Please contact Paul Grunwald at extension 84050 if you have any questions.

EWP:JC:PG:vv

Attachments

cc/att: R. Abozir

cc: R. Williams

**RECEIVED**

**FEB 18 2020**

**Diversity Section**