

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** December 29, 2020

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

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



**SUBJECT:** 20-RFP-27, Technical eLearning Courses for: Return-to-Work Program; Laboratory Skills; and Industrial Compliance and Safety

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

The District is seeking a vendor to provide Technical eLearning Courses for: Return-to-Work Program; Laboratory Skills; and Industrial Compliance and Safety. The successful vendor will be able to provide a comprehensive library of Sharable Content Object Reference Model compliant courses in industrial operations and maintenance designed to the Aviation Industry CBT Committee guidelines that will be fully accessible 24/7 through the District's LMS. The estimated cost for these services is \$240,000.00.

Given that the total contract consists solely of licensing fees, the requested services do not provide practical or cost-effective opportunities for subcontracting. Therefore, Appendix A and Appendix V should not be included.

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

RDB/PCS

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