

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** January 25, 2021

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

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



**SUBJECT:** 21-RFP-05 Vision Plan Administrator

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

The District is seeking proposals from qualified carriers to provide a stand-alone vision plan for its employees. The estimated cost for these services is \$183,000.00. This includes \$166,000.00 in provider claims and \$17,000.00 in fees.

Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. The \$166,000.00 in provider claims are not applicable because the District cannot require employees to use MBE or WBE providers to make this portion able to be subcontracted. Subsequently, since the estimated cost of the administrative fees are \$17,000.00, Affirmative Action participation goals do not apply. Therefore, 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

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