

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: July 8, 2021

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

FROM: Regina D. Berry, Diversity Administrator



SUBJECT: 21-RFP-22 Professional Services to Develop Conceptual Plans for Achieving Energy Neutrality at the Metropolitan Water Reclamation District of Greater Chicago

Our review of this RFP indicates that Affirmative Action goals of 20% MBE, 10% WBE, 10% SBE and 3%VBE should be included.

The following language should be inserted in the Request for Proposal:

- The following language should be included in bold in the Notice Request for Proposal:
"The Affirmative Action Goals for this Request for Proposal are 20 % Minority Business Enterprises (MBE), 10% Women Business Enterprises (WBE), 10% Small Business Enterprises (SBE) and 3% Veteran-Owned Business Enterprises"
- The Contractor agrees to use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes in order to fulfill the Affirmative Action requirements.

Additionally, we request the following changes:

- On page I-1 in the last paragraph where the sentence starts "The categories of services for this RFP that are used ... delete "protected class enterprise" and replace with "MBE/WBE/SBE and VBE".

The following language should be included in III. CONSULTANT QUALIFICATIONS:

E. AFFIRMATIVE ACTION

It is the policy of the District that Minority, Small, Women's and Veteran-owned Business Enterprises shall have the maximum practicable opportunity to participate in the performance of the contracts or subcontracts. If such qualifications are present, they should be described in your proposal and will be taken into consideration in awarding the contract (See Appendix A and Appendix V).

1. Describe your policy/practice of recruiting Minority, Small, Women's and Veteran-owned businesses for the provision of professional services.

2. Identify the names for Minority, Small, Women and Veteran-owned businesses and other vendors to be utilized for this proposal and a description of the services to be provided.
3. Furnish the estimated percentages of work to be performed by your Minority, Small, Women and Veteran-owned businesses with the proposal.

The Contractor agrees to use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes in order to fulfill the Affirmative Action requirements.

- Delete the paragraph that starts "It is the policy of the District to increase contracting opportunities for Veteran-Owned Business ...
- On page 14 under B. Submission via the Bonfire Portal, the sentence "The following content is appended in ..., please refer to the MBE/WBE/SBE Commitment Form as the Appendix A and the Veteran Participation Goals as the Appendix V.
- On page 15 No. 9 Please replace with the following language:

It is the policy of the District that Minority, Small, Women's and Veteran-owned Business Enterprises shall have the maximum practicable opportunity to participate in the performance of the contracts or subcontracts. If such qualifications are present, they should be described in your proposal and will be taken into consideration in awarding the contract (See Appendix A and Appendix V).
- The Appendix A cannot be edited. Please use standard copy. (attached).

All other references to minority, women, small and veteran-owned business requirements should remain in the RFP.

If you have any additional questions, please contact PJ Spencer, Diversity Officer, at spencerpj@mwr.org.

RDB/PCS

Attachment

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