

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

DEPARTMENT: General Administration
Diversity Section

DATE: June 28, 2021

TO: Shellie A. Riedle, Acting Administrative Services Officer

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

SUBJECT: 21-RFP-20 Perform Legislative Consulting Services

Our review of this RFP indicates that Affirmative Action goals should be "tailored" at 10% MBE and/or WBE and 10% SBE. Appendix V should not 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 10% Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE) and 10% Small Business Enterprises (SBE)."
- 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.

The following language should be included in IV. VENDOR QUALIFICATIONS:

E. AFFIRMATIVE ACTION

It is the policy of the District that Minority, Small and Women's 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). The participation goals for this contract are as follows: 10% MBE and/or WBE and 10% SBE.

1. Describe your policy/practice of recruiting Minority, Small and Women's businesses for the provision of professional services.
2. Identify the names for Minority, Small and Women 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 and Women 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.

- On page 8 in the sentence **“Please note: Failure to provide the information ...**
Replace A-D with A-E.

The Appendix A itself should be inserted as an additional appendix (see attached). Please use updated copy.

All other references to Minority, Women and Small business requirements should remain in the RFP.

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

RDB/PCS

Attachment

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