

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: July 30, 2026

TO: James E. Fisher, Acting Director of Human Resources

FROM: Richard L. Martinez, Jr., Diversity Administrator *Richard L. Martinez, Jr.*

SUBJECT: Review of Request for Proposal **26-RFP-11**, Sign Language Interpreter Services

The Diversity Section has completed its review of the subject Request for Proposal ("the RFP"), ("a Project") or ("this Project"). We have determined that the RFP should not contain goals for Affirmative Action participation.

In accordance with the RFP, the District seeks a provider of sign language interpreter services. The estimated cost of this Project is \$250,000.00 over a three-year period.

The Diversity Section establishes affirmative action goals where there are at least three (3) MBEs and three (3) WBEs registered on the District's Vendor List ("the List"), as being capable of performing a Project's requisite scope(s) of work. Given the absence of any MBE or WBE vendors registered on the List as being able to perform sign language interpreter services, neither Appendices A nor V should be included with this Project.

If you would like further information concerning this review, please contact Diversity Officer Fred Fortier at 1-4032.

RLM/FF

Attachment

C: D. LoCascio, S. Morakalis, C. Henderson, L. Cornier, P. Kunath, N. Lopez, M. Valdez