INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: December 14, 2023

TO: Ted J. Kosowski, Director of Human Resources

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

SUBJECT: Review of 23-RFP-23 Deferred Compensation Plan Administrator

Our review of this draft request for proposal indicates that affirmative action goals are not recommended.

The District is seeking a qualified vendor to provide administrative services for its 457 Deferred Compensation Plan including record keeping/administration; investment management; communication/education, including onsite education; participant advisory services; and custodial trustee services. The contract for these services will be paid for the period January 1, 2025 through December 31, 2029. However, there will be no direct cost to the District for the administration of the plan. The successful proposer would be paid by the plan participants through quarterly account management fees.

Affirmative action participation goals are applicable to District proposals where the estimated total expenditure is in excess of $100,000.00. Since there are no direct costs to the District for these services, the Appendix A and the Appendix V should not be included.

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

RLM/PCS

Attachment

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