

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

DEPARTMENT: General Administration
Diversity Section

DATE: April 27, 2026

TO: Ted J. Kosowski, Director of Human Resources

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

SUBJECT: 26-RFP-10, Family Medical Leave Act and Americans with Disabilities Act
Administrative Services

We have reviewed the scope of work under this Request for Proposal. The associated Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran Business Enterprise (VBE) individual goals are: **5% MBE and/or WBE.**

The following changes are requested:

- The following language should be included in bold in the Notice Request for Proposal:

"The Affirmative Action Goals for this Request for Proposal are 5% Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE)."

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

E. AFFIRMATIVE ACTION

It is the policy of the District that Minority and Women 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: 5% MBE and/or WBE.

1. Describe your policy/practice of recruiting Minority and Women businesses for the provision of professional services.
2. Identify the names for Minority 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 and Women businesses with the proposal.

- The following language should be included in VII. EVALUATION AND SELECTION PROCESS:

8. Affirmative Action

It is the policy of the District that Minority and Women 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: 5% MBE and/or WBE.

- On page 16, please include the Appendix A – Minority and Women Owned Business Enterprise Policy Requirements in the checklist.
- The Appendix A should be attached as an additional Appendix (please use the current version dated April 28, 2023).

If you have any additional questions, please contact Ms. PJ Spencer, Senior Diversity Officer, at spencerpj@mwrdd.org or ext. 1-5876.

RLM/PCS

c: LoCascio, Morakalis, Fisher, Cornier, Kunath, Lopez, Valdez, Moore, file