


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

DEPARTMENT: General Administration,
Diversity Section

DATE: July 25, 2023

TO: Ted J. Kosowski, Director of Human Resources

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

SUBJECT: Review of Contract 23-RFP-20 Sign Language Interpreter Services

Our review of this contract indicates that affirmative action goals are not recommended.

The District is seeking proposals from qualified vendors to provide certified sign language interpreter services for the period January 1, 2024 through December 31, 2026. The estimated cost of this contract is \$225,000.00 over the three-year period.

Contract goals are established based upon the availability of at least three (3) MBEs and three (3) WBEs registered on the District's Vendor List to perform the anticipated scope of work. Since there are no MBE or WBE vendors registered on the District's Vendor List that are available to perform sign language interpreter services, the Appendix A and the Appendix V should not be included.

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

RLM/PCS

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