

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 28, 2024

**TO:** Ted J. Kosowski, Director of Human Resources

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



**SUBJECT:** Review of 23-RFP-14 Leadership Training for a Three-Year Period

Our review of the draft RFP to select a vendor for leadership training for a three-year period indicates that this RFP should not contain goals for Affirmative Action participation. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost for these services is not to exceed \$100,000.00 for a three-year period, Affirmative Action participation goals will not apply. Therefore, the Appendix A and Appendix V should not be included.

If you have any questions, please contact Diversity Officer, Susan M. Schaefer, at extension 1-4043.

RLM/SMS

cc: LoCascio, Morakalis, Powell, Cornier, Lopez, Valdez, file