

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** August 23, 2024

**TO:** Jacqueline Torres, Clerk/Director of Finance

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

**SUBJECT:** 24-RFP-14, Agenda Management Solution

Our review of this Request for Proposal indicates that affirmative action goals are not recommended.

The District is requesting proposals from qualified vendors to provide an agenda management solution and completely integrated workflow to manage, track, organize, compile, and report the inherently labor-intensive Board Meeting process. The estimated cost for this service is \$300,000.

Given that the contract price consists solely of the cost of implementation and annual license renewal fees, the requested service does not provide any opportunities for subcontracting. Therefore, Appendices A and V should not be included.

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

RLM/PCS

c: LoCascio, Morakalis, K. Johnson, Cornier, Kunath, Lopez, Valdez, file (2)