

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration,  
Diversity Section

**DATE:** June 14, 2024

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

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



**SUBJECT: Review of 24-RFP-05 Perform Psychological Evaluations and Fitness  
for Duty Examinations for Selected Employees**

Our review of the draft RFP to select a vendor to perform psychological evaluations and fitness for duty examinations for selected employees 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 \$60,000.00 over 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, C. Johnson, Cornier, Lopez, Valdez, file