

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

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** July 18, 2024

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

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

RLM/PCS

**SUBJECT: Review of 24-RFP-07, Principal Agreement For Professional Development Programs For Engineers And Scientists For Years 2025 - 2027**

The Diversity Section has completed its review of the subject Request for Proposal (“RFP” or “Project”). Our review has led to the determination that Affirmative Action goals are not recommended.

The District is seeking proposals from vendors to develop and deliver specialized training programs concerning a variety of subject matters related to various professions as described in master agreements. These agreements detail the training needs for Engineer and Scientific Training Programs, as well as Maintenance and Operations and Monitoring and Research Training Programs.

The courses solicited by this RFP will be approximately one (1) to five (5) days in duration and cover topics from introductory to advanced levels. There is no cost estimate for this Project, as it embodies an “indefinite delivery, indefinite quantity” contract. The associated contracts for these services, none of which will exceed \$100,000.00, will begin in 2025 and conclude in 2027. Pursuant to the District’s Affirmative Action Appendix A - Consultant Contract at *Section 4. Contract Goals* (a), Affirmative Action participation goals are applicable where the total approved expenditure exceeds \$100,000.00. Therefore, Appendix A will not be included. Its exclusion is also based upon the determination that services associated with this Project do not offer practical or cost-effective opportunities for direct or indirect subcontracting.

If further information concerning this review is desired, please contact Diversity Officer Fred Fortier, at extension 1-4032.

RLM/FF

Attachment

C: D. Locascio, S. Morakalis, K. Brown, L. Cornier, N. Lopez, M. Valdez