

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

DEPARTMENT: General Administration
Diversity Section

DATE: September 20, 2023

TO: Shellie A. Riedle, Administrative Services Officer

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



SUBJECT: Review of DRAFT Request for Proposal 23-RFP-18, Remote Storage of District Records for a Thirty Six (36) Month Period

The Diversity Section has completed its review of the subject DRAFT Request for Proposal ("RFP"). Our review indicates that the subject RFP should not contain goals for Affirmative Action participation.

The types of services being solicited by this RFP are typically performed by a single firm, and do not therefore provide practical opportunities for subcontracting.

If you would like further information concerning this review, please contact Diversity Officer Fred Fortier, at extension 1-4032.

RLM/FF

Attachment

C: S. Morakalis, J. Markovich