

**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