



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 1, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 14-RFP-12 Analysis of Physically Demanding Job Classifications and Development of Related Job Analyses for Pre-Employment, Post-Offer and Return-to-Work Testing of Physically Demanding Job Classifications with Mercy Hospital and Medical Center for the period July 1, 2014 through June 30, 2017, in an amount not to exceed \$65,000.00, Account No. 101-25000-612260, Requisition 1370457

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Mercy Hospital and Medical Center to provide an analysis of physically demanding job classifications and develop related job analyses for pre-employment, post-offer and return-to-work testing of physically demanding job classifications for the period July 1, 2014 through June 30, 2017. The purpose of this requisition is to select a provider for the development and administration of physical assessments related to various physically demanding job classifications to determine whether candidates and/or employees returning to work are capable of performing the essential functions of these jobs.

On January 8, 2014, Request for Proposal 14-RFP-12 Analysis of Physically Demanding Job Classifications and Development of Related Job Analyses for Pre-Employment, Post-Offer and Return-to-Work Testing of Physically Demanding Job Classifications was advertised. Seventy-three (73) firms were notified and twenty (20) firms requested proposal documents. The District received three (3) responsive proposals on February 7, 2014 from Ingalls Memorial Hospital (Ingalls), Mercy Hospital and Medical Center (Mercy) and Novacare Rehabilitation (Novacare). A proposal from Concentra Medical Centers was deemed non-responsive and rejected for failure to include an original Affidavit of Ownership.

The proposals were evaluated by staff from the Human Resources and the Procurement and Materials Management Departments. The criteria for these evaluations were outlined in Request for Proposal 14-RFP-12 and included: understanding of the project; approach to the work; technical competence; personnel effectiveness; and turnaround times for the services. Following the preliminary evaluation of proposals, excluding cost, all three (3) proposers were deemed to be finalists and were interviewed on March 11, 2014. A solicitation was sent to each finalist on March 14, 2014 for an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on March 21, 2014.

Based on the evaluation of the proposals using the criteria described above and the pricing provided in the "best and final" offer, it is recommended that a contract be awarded to Mercy. Mercy's Work Capacity-Industrial Services Program has been providing industrial rehabilitation and prevention services to employers for almost 30 years. Job analyses and on-going screenings are performed by experienced occupational therapists and/or physical therapists trained in musculoskeletal assessments, ergonomic assessments and body mechanics. Mercy has three occupational health facilities in Chicago that will administer the physical assessments. In addition to its experience, Mercy also offers the lowest overall cost for these services.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Mercy Hospital and Medical Center to provide an analysis of physically demanding job classifications and develop related job analyses for pre-employment, post-offer and return-to-work testing of physically demanding job classifications for the period July 1, 2014 through June 30, 2017 in an amount not to exceed \$65,000.00.

The estimated expenditure for 2014 is \$40,000.00 and includes the initial job analyses and development of the physical assessments. Funds for the 2014 expenditure are available in Account 101-25000-612260. The estimated expenditures for 2015, 2016 and 2017 are \$10,000.00, \$10,000.00 and \$5,000.00 respectively and include the administration of the physical assessments on an as-needed basis. Funds for the 2015 through 2017 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Denice E. Korcal, Director of Human Resources

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for May 1, 2014