



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0579, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 1, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-18 Post-Offer Physical Assessments with Occupational Health Centers of Illinois, P.C. in an amount not to exceed \$21,500.00, Account 101-25000-612260, Requisition 1455230

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Occupational Health Centers of Illinois, P.C. d/b/a Concentra Medical Centers (Concentra) to perform post-offer physical assessments for applicants selected for physically demanding job classifications. The selected vendor will also assist the District in conducting job analyses and making any necessary revisions to these assessments. This administrative services contract will cover the period from July 1, 2017 through December 31, 2019.

On March 1, 2017, Request for Proposal 17-RFP-18 Post-Offer Physical Assessments was publicly advertised. Sixty-seven (67) firms were notified and fourteen (14) requested proposal documents. On March 24, 2017, the District received two (2) responsive proposals from the following vendors: Concentra and The Ingalls Memorial Hospital.

The proposals were evaluated by staff from the Human Resources Department and the Procurement and Materials Management Department. The criteria for these evaluations were outlined in Request for Proposal 17-RFP-18 and included: understanding of the services to be provided; approach to the work; experience and technical competence; financial stability; compliance with insurance requirements; possession of appropriate licenses/permits; and cost.

Following the preliminary evaluation of proposals, excluding cost, both proposers were deemed to be finalists and were invited to interviews conducted April 25, 2017. On April 26, 2017, a solicitation was sent to both of the finalists that participated in the interviews requesting an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on May 3, 2017.

Based on the evaluation of proposals and interviews, it is recommended that a purchase order be awarded to Concentra. Concentra received the highest technical score among the proposers. It has over 140,000 employers nationally utilizing its occupational health services including UPS, PACE, United Airlines, Chicago Housing Authority and Plumbers Local 130 in Chicago. It has 12 clinics located in the Chicagoland area that offer these services providing flexibility to the District pre-employment program. Licensed Physical Therapists are utilized to perform the post-offer physical assessments and are trained for an occupational health setting including a thorough understanding of the Americans with Disabilities Act (ADA). In addition, specialized training is provided to the Physical Therapists that conduct the job analyses and develop the physical assessments for use by the District. Finally, Concentra provided the most cost effective proposal of the responsive bidders.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to award a contract to Concentra in the amount of \$21,500.00. The estimated expenditures are \$3,000.00 in 2017, \$9,500.00 in 2018 and \$9,000.00 in 2019. Funds are available in Account 101-25000-612260 for 2017. Funds for 2018 and 2019 are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Beverly K. Sanders, 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 June 1, 2017