



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0909, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 14, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-37 Employee Benefits Software, estimated cost \$575,000.00, Accounts 201-50000-634820, 201-50000-612430, 101-27000-612820, Requisition 1472784

Dear Sir:

Request for Proposal documents have been prepared for an employee benefits software platform at the request of the Human Resources Department.

The purpose of this contract is to identify an employee benefits software platform that can serve as the employee-facing portal for employees to manage their benefits, provide human resources staff with a benefits administration portal, serve as a conduit for the exchange of information between the District and its insurance carriers and provide reporting related to District benefits programs. The software would provide a single source of information for employees in selecting their benefits, provide consumerism tools to help employees make informed decisions about their benefits and improve the functionality and user experience for existing employees and new hires. The District would benefit from improved communication of benefit programs, a reduction in the need for paper mailings to employees, a streamlined process for collecting benefits information from employees and a more efficient exchange of information with benefits providers. The contract for these services would be for a five-year period.

The cost for this software platform is estimated to be \$100,000.00 per year. An additional implementation cost of approximately \$75,000.00 is anticipated in the first year of the contract. The total estimated cost for the five-year contract period from 2018 through 2022 is projected to be \$575,000.00.

No bid deposit is required for this RFP.

Given that the total contract cost consists primarily of annual software maintenance fees, and the District requirement to maintain the integrity and security of its employee data transmitted through this software platform, the requested services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	September 27, 2017
Proposals Received	October 27, 2017
Award	January 18, 2018
Completion	December 31, 2022

Funds are being requested in 2018 in Account 201-50000-634820 and 201-50000-612430 for implementation costs. Funds for 2018 through 2022 are being requested in Account 101-27000-612820 for the annual software maintenance fees. All funds are contingent on the Board of Commissioners' approval of the District's

budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:JEF

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management