



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0016, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 18, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on Advertisement of Request for Proposal 18-RFP-06 Legal Services for Workers' Compensation Defense for a two-year period, with an option to extend for an additional year, in an amount not to exceed \$375,000.00, Account 101-25000-612430, Requisition 1481599

Dear Sir:

Request for Proposal (RFP) 18-RFP-06 documents have been prepared for Legal Services for Workers' Compensation Defense at the request of the Human Resources Department.

The purpose of this contract is to obtain legal defense services for designated Workers' Compensation claims. The Human Resources Department routinely engages the services of three firms to assist in the handling of complicated Workers' Compensation claims. Our engagement of these firms have allowed the District to realize cost savings in the settlement and conclusion of difficult cases.

The estimated cost for this RFP is \$375,000.00. The estimated 2018, 2019 and 2020 expenditures are \$137,500.00, \$175,000.00 and \$62,500.00, respectively.

A bid deposit is not required for this RFP.

The contract specifications require that all work commence on June 1, 2018 and expire on May 31, 2020. The option for a one-year extension is subject to Board approval.

The required services do not provide practical opportunities for direct or indirect subcontracting; therefore, the Affirmative Action Ordinance, Appendix A should not be included.

The tentative schedule for this contract is as follows:

Advertise	January 31, 2018
Proposal Received	February 16, 2018
Award	April 19, 2018
Completion	May 31, 2020

Funds for the current year are available in Account 101-25000-612430. Funds for subsequent years, 2019 and 2020, are contingent on the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Request for Proposal 18-RFP-06.

Requested, Beverly K. Sanders, Director of Human Resources
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for January 18, 2018