



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 19-1061, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 7, 2019**

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 19-RFP-14 Pre-Employment Physical Examinations, Post-Offer Physical Assessments and Related Services with Occupational Health Services of Illinois, P.A. d/b/a Concentra Medical Centers, in an amount not to exceed \$180,000.00, Account 101-25000-612260, Requisition 1519866

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Occupational Health Services of Illinois, P.A. d/b/a Concentra Medical Centers (Concentra) to perform pre-employment physical examinations, post-offer physical assessments and related services for the period from January 1, 2020 through December 31, 2023. The purpose of this requisition is to select a provider to perform pre-employment medical examinations and drug tests as part of the pre-employment screening process; perform these same services for employees in return-to-work situations; and to perform post-offer physical assessments for applicants selected for physically demanding job classifications. The District conducts 175 - 200 pre-employment physicals each year. Approximately 50 of these candidates also receive the post-offer physical assessment to ensure the candidate can perform the essential functions of a physically demanding job classification.

On June 26, 2019, Request for Proposal 19-RFP-14 Pre-Employment Physical Examinations, Post-Offer Physical Assessments and Related Services was publicly advertised. Sixty-six (66) firms were notified and eleven (11) requested proposal documents. On July 26, 2019, the District received two (2) responsive proposals from the following vendors: Advocate Aurora Health, Inc.; and Concentra.

The proposals were evaluated by staff from Human Resources, Monitoring and Research and the Procurement and Materials Management departments. The criteria for these evaluations were outlined in Request for Proposal 19-RFP-14 and included: understanding of the services to be provided; approach to the work; experience and technical competence; turn-around times and customer support; financial stability; compliance with insurance and licensure requirements; and cost.

Following the preliminary evaluation of proposals, excluding cost, both proposers were deemed to be finalists and were invited to interviews conducted September 4, 2019. On September 9, 2019, a solicitation was sent to the finalists requesting an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on September 13, 2019.

Based on the evaluation of proposals, finalist interviews and pricing, the Human Resources Department recommends Concentra as the selected vendor. Concentra received the highest technical score among the proposers. It has over 239,000 employers nationally utilizing its occupational health services including United Parcel Service, AT&T, Whole Foods Market, and the US Postal Service. It has 17 clinics located in the Chicagoland area that offer these services providing flexibility of business hours and locations to the District's

pre-employment program. Concentra's employer portal allows for the District's profile to be centrally maintained and services to be consistently administered across all Concentra locations. The portal also allows administrators quick and easy access to test results the moment they are released. This flexibility and ease of access will help the District minimize the time required for the pre-employment screening process. 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. For these reasons, Concentra is the recommended vendor for these services.

The Diversity Section conducted a review of the services included in the request for proposal. Since these types of services are typically performed by a single provider at the provider's facility, they do not provide practical or cost effective opportunities for subcontracting. Therefore, the Affirmative Action Appendix A nor Appendix V were included in the request for proposal document.

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 \$180,000.00. The estimated expenditures are \$45,000.00 in 2020, \$45,000.00 in 2021, \$45,000.00 in 2022 and \$45,000.00 in 2023. Funds 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 November 7, 2019

Attachment