INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: February 21, 2019

TO: Beverly K. Sanders, Director of Human Resources

FROM: Regina D. Berry, Diversity Administrator rdb

SUBJECT: 20-RFP-05 Vision Plan Administrator

Our review of this RFP indicates that Affirmative Action goals are not recommended.

The District is seeking proposals from qualified carriers to provide a stand-alone, self-funded vision plan for its employees. The estimated cost for these services is $168,000.00 which includes both provider and service fees. Of that total cost, approximately $13-14,000.00 are administrative fees.

Affirmative Action goals can only apply toward administrative fees. The administrative fees for this contract are less than $100,000.00. Per Appendices A and V, Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of $100,000.00. Since the estimated cost of the administrative fees falls below the required threshold, Affirmative Action participation goals will not apply. Therefore, Appendix A nor Appendix V should be included.

Should you have any questions, please contact PJ Spencer, Diversity Officer, at 1-5876.

RDB/PCS
Attachment

c: Darlene A. LoCascio, Director of Procurement and Materials Management
Morakalis, Cornier, May, Fisher, file (2)