

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration, **DATE:** February 20, 2024
Diversity Section

TO: Ted J. Kosowski, Director of Human Resources

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator 

SUBJECT: **Review of 24-RFP-03, Vision Plan Administrator**

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

The District is seeking proposals for a stand-alone vision plan for its employees. Proposals should include both a fully-insured and a self-insured option. The estimated annual cost for the vision plan is \$201,000.00. This includes \$190,000.00 in provider claims and \$11,000.00 in administrative services fees. The total administrative fees over the three-year contract are projected to be \$33,000.00.

Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the total administrative fees are projected to be \$33,000.00, the Affirmative Action participation goals will not apply. Therefore, the Appendix A and Appendix V should not be included.

If you have any questions, please contact Diversity Officer, Jason H. Bullock, at extension 14038.

RLM:JHB

c: LoCascio, Morakalis, Cornier, Bullock, file