

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** April 26, 2021

**TO:** Beverly K. Sanders, Director of Human Resources

**FROM:** Regina D. Berry, Diversity Administrator



**SUBJECT:** Review of Request for Proposal 21-RFP-01, Claims Management Services

Our review of this RFP indicates that affirmative action goals are not recommended.

The District is seeking proposals from a Vendor to provide claims management services and expertise for the adjustment of large complex losses, including first-party damage and third-party liability and property damage loss adjustment to the Risk Management Section of the Human Resources Department. This Vendor shall serve on an as-needed basis with case assignment on a case-by-case basis for a three-year period. The estimated cost for these services is \$150,000.00.

The services under this RFP are designed to be broad enough to address the District's service needs for a future loss that may be large or complex. A claim could vary greatly for every possible event by the type and size of the claim. It is not feasible to allocate in advance the cost of each potential claim and what that claim may require.

Given that the District cannot predict in advance what specific costs or services the District may need under this RFP, except for a general estimate, and the services requested are on an as-needed, case-by-case basis; it would be impractical to recommend affirmative action goals. Therefore, Appendices A and V should not be included.

Should you have any questions, please contact PJ Spencer, Diversity Officer, at [spencerpj@mwr.org](mailto:spencerpj@mwr.org) extension 1-5876.

RDB/PCS

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