



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0051, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 19, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-17 Employee Assistance Program, estimated cost \$365,450.00, Account 101-25000-612260, Requisition 1451373

Dear Sir:

Request for Proposal documents have been prepared for an Employee Assistance Program provider at the request of the Human Resources Department.

The purpose of this contract is to select a vendor to provide a comprehensive Employee Assistance Program (EAP) to the District's approximately 1,900 employees and their family members. The program includes counseling services for family and marital issues, alcohol and substance abuse issues and legal and financial issues. Face-to-face clinical assessments and referral services are available to employees and immediate family members as part of the program. The program also includes a work-life component that provides counseling, referral services and other resources in areas such as dependent and elder care, retirement and estate planning and health and wellness. The duration of this contract is July 1, 2017 through June 30, 2022.

The estimated cost for this contract is \$365,450.00. The estimated 2017, 2018, 2019, 2020, 2021 and 2022 expenditures are \$27,950.00, \$75,000.00, \$75,000.00, \$75,000.00, \$75,000.00 and \$37,500.00 respectively.

A bid deposit is not required for this request for proposal.

Appendix A will be included with this request for proposal. The Affirmative Action Goals will be 20% Minority Business Enterprises (MBE), 10% Women Business Enterprises (WBE) and 10% Small Business Enterprises (SBE).

The tentative schedule for this contract is as follows:

Advertise	February 1, 2017
Proposals Received	March 3, 2017
Award	May 18, 2017
Completion	June 30, 2022

Funds have been budgeted in 2017 in Account 101-25000-612260. Funds for subsequent years will be contingent on the Board of Commissioners approval of the District's budget for those years.

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