



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0008, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 5, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-16 Flexible Spending Account Administrator, estimated cost \$195,000.00, Account 101-25000-612430

Dear Sir:

Request for Proposal documents have been prepared for a Flexible Spending Account Administrator at the request of the Human Resources Department.

The purpose of this contract is to select a vendor to administer the District's employee medical flexible spending accounts, dependent care flexible spending accounts, and commuter (transit and parking) account program. This administrative services contract will cover the period from July 1, 2017 through December 31, 2021.

The estimated cost for this contract is \$195,000.00. The estimated 2017, 2018, 2019, 2020 and 2021 expenditures are \$20,000.00, \$42,000.00, \$43,000.00, \$44,000.00 and \$46,000.00 respectively.

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

The Affirmative Action Section reviewed the request for proposal and concluded that Appendix A would not be applicable since the proposed services do not provide practical opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	January 18, 2017
Proposals Received	February 17, 2017
Award	May 4, 2017
Completion	December 31, 2021

Funds for 2017 are available in Account 101-25000-612430. For 2018, 2019, 2020 and 2021 are 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