



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0528, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 7, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Report on advertisement of Request for Proposal 18-RFP-14 Third Party Claims Administrator Services for a three-year period, with an option to extend for an additional two years, estimated cost \$810,000.00, Accounts 101-25000-612430 and 901-30000-601090, Requisition 1493550

Dear Sir:

Request for Proposal 18-RFP-14 documents have been prepared for Third Party Claims Administrator Services, at the request of the Human Resources Department. The service agreement(s) will be effective on April 15, 2019.

The purpose of this contract is to obtain services to administer claims for the District in two categories: Category 1) Workers' Compensation claims and related services; and Category 2) Non-litigated Liability claims and related services.

Vendors will be required to submit a proposal for the services requested in this RFP and must submit a proposal for both Category 1) Workers' Compensation claims and related services, as well as Category 2) Non-litigated Liability claims and related services. Category 2 services will be on an as-needed basis.

The estimated cost for this RFP is \$810,000.00. The estimated expenditures for 2019 is \$248,500.00, for 2020 is \$250,000.00, for 2021 is \$250,000.00, and for 2022 is \$61,500.00.

A bid deposit is not required for this RFP.

Appendix A will be included in this RFP.

The tentative schedule for this contract is as follows:

Advertise	June 20, 2018
Proposals Received	July 20, 2018
Award	November 1, 2018
Completion	April 14, 2022

Funds will be requested in 2019, 2020, 2021 and 2022, in Accounts 101-25000-612430 and 901-30000-601090, and will be contingent on the Board of Commissioners' approval of the District's budgets for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RAJ:aw
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board

of Commissioners for June 7, 2018