INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration   **DATE:** December 30, 2025
                 Diversity Section

TO: Ted J. Kosowski, Director of Human Resources

FROM: Richard L. Martinez, Jr., Diversity Administrator   *RLM/MGT*

SUBJECT: 26-RFP-06, Employee Benefits Consulting Services

The Diversity Section has concluded that based upon the limited number of MBEs and WBEs available to perform the services required by this RFP, "tailored" affirmative action goals are needed. Our review disclosed a total of eleven M/WBE firms, only five of which could meet the associated requirements of this contract. In addition, no VBEs were available to provide the requisite services.

The District is seeking to establish a working relationship with a full-service benefits consulting and actuarial firm, which will assist in providing the services referenced in the following paragraph. The estimated cost of this contract is $194,500.00 over a period of three years.

As part of this contract, RFP development and vendor selection support are being solicited. The selected firm will provide professional consulting services in support of developing, scoring and evaluating proposals (RFPs). The required consultation will include support related to 1) Medical insurance under both PPO and HMO plans; 2) Prescription drug plan; 3) Medicare Advantge Plan with Part D coverage; 4) Dental Insurance plan; and Vision plan. Further, RFP required services include developing a scoring model for evaluation of proposals, developing Cost Proposal documents and reviewing and editing the scope of work.

The "tailored goals" applicable for Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) should be 5% MBE and/or WBE. Appendix V should not be included.

If further information concerning this review is needed, please contact Fred Fortier, Diversity Officer, at (312) 751-4032.

RLM/FF

Attachment

C: D. LoCascio, S. Morakalis, J. Fisher, L. Cornier, P. Kunath, N. Lopez, M. Valdez