

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: April 10, 2026

TO: Ted J. Kosowski, Director of Human Resources

FROM: Richard L. Martinez, Jr., Diversity Administrator *Richard L. Martinez, Jr.*

SUBJECT: Review of 26-RFP-09, Claims Management Services

After reviewing this RFP, the Diversity Section has determined that Affirmative Action goals are not recommended.

In accordance with this contract, the District is seeking proposals from qualified firms to provide claims management services and expertise as needed by the Risk Management Section of the Human Resources Department, regarding the adjustment of large or complex losses, including first-party damage, together with third-party liability and property damage loss adjustments. The selected firm will serve on a case-by-case basis over a three-year period at an estimated cost of \$150,000.00.

The services required by this RFP have been crafted to address the District's needs concerning the adjustment of future losses that may be large or complex. Based on the size and type of claims that may arise, however, the services needed by the District could vary greatly. As a result, accurately allocating the cost and services associated with each potential claim is not feasible.

In view of the District's inability to make advance predictions of the specific future costs and services under this RFP; and given that the services being sought are on an as-needed, case-by-case basis, it is not practical to recommend affirmative action goals that are based upon the above-referenced general estimate. Therefore, Appendices A and V should not be included.

Should you have questions concerning this review, please contact Fred Fortier, Diversity Officer, at extension 1-4032.

RLM/FF

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

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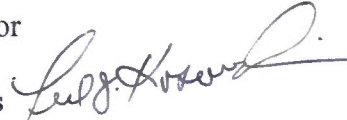
**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

DEPARTMENT: HUMAN RESOURCES

DATE: March 26, 2026

TO: Richard L. Martinez, Jr., Diversity Administrator

FROM: Ted J. Kosowski, Director of Human Resources



SUBJECT: Review of 26-RFP-09 Claims Management Services

Attached for your review is the draft request for proposal document for 26-RFP-09 in which we are seeking proposals from qualified firms to provide claims management services and expertise for the adjustment of large or complex losses, including first-party damage and third-party liability and property damage loss adjustment, on an as-needed basis for a three-year period, with an option to extend for an additional two years.

The estimated cost of this contract is \$150,000.00 over the three-year period. After a review by the Diversity Section, Appendix A was not included in prior request for proposal 21-RFP-01 issued in 2021.

We would like to obtain the authority to advertise this contract at the May 7, 2026 Board Meeting. Please provide feedback regarding Appendix A and Appendix V by April 10, 2026, to accommodate this schedule.

Questions regarding this matter may be directed to Brittney Wyatt, Risk Manager, at extension 15757.

TJK:BLW

Attachments