

**INTEROFFICE MEMORANDUM**  
**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** January 8, 2025

**TO:** Ted J. Kosowski, Director of Human Resources

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

**SUBJECT: Review of 25-RFP-02, Health Plan Administrator**

The Diversity Section has completed its review of the subject Request for Proposal (“the RFP” or “this Project”). We have determined that the RFP should not contain goals for Affirmative Action participation.

In accordance with the RFP, the District is seeking proposals from qualified carriers to provide a combined PPO/HMO program for its employees and non-Medicare eligible retirees. This program (“the Plan”), which will be in effect from January 1, 2026, through December 31, 2028, also includes prescription drug coverage.

In helping to ensure the continuity of all products and services being delivered under the Plan, the District seeks to award this Project to a single carrier, which will provide all required Plan products and services during this Project. As described in Section II, *Scope of Work* of the proposal document, the District anticipates that the selected carrier will be able to provide the requisite products under a single contract; however the District reserves the right to issue more than one contract if necessary to procure the desired coverage.

In determining that the RFP should not contain goals for Affirmative Action participation, the Diversity Section noted that the services being solicited need to be performed by a single carrier, which will provide all products and services to be delivered under the Plan. As such, this Project does not provide practical opportunities for subcontracting. Therefore, based upon the factors noted above, Appendices A and V should not be included in the RFP.

If you would like further information concerning this review, please contact Diversity Officer Fred Fortier at (773) 999-6715.

RLM/FF

Attachment

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