

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: December 24, 2025

TO: Ted J. Kosowski, Director of Human Resources

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

SUBJECT: 26-RFP-07, Flexible Spending Account Administrator

The Diversity Section has determined that Affirmative Action goals are not recommended for this RFP.

The District is seeking a third-party administrator for its employee medical flexible spending accounts, dependent care flexible spending accounts, and its commuter transit and parking plan. The estimated cost of this contract is \$425,00.00 over a period of four years.

As part of this project, a single smart card for use with all accounts is being requested. The selected administrator will be required to provide this smart card for participants to use as they access applicable flexible spending accounts for employees and dependents, together with eligible transportation and parking. Additional services being solicited include: 1) Performance of all claims processing; 2) Administration of the plan in full compliance with Internal Revenue Service (“IRS”) rules and regulations, including IRS Section 125; 3) Keeping the District informed of any changes in IRS regulations that may impact the plan; 4) Provide and maintain the requisite IRS Section 125 Plan Document and Summary Plan Description; and 5) Provide standard on-demand and ad hoc reporting to HR administrators of the plan.

In determining that this RFP should not contain goals for affirmative action participation, the Diversity Section noted that the services requested by this RFP are not divisible. Instead, this contract calls for specialized work that encompasses and applies to the project in its entirety. As a result, practical opportunities for subcontracting are not presented by this RFP. Therefore, Appendices A and 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