

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

DEPARTMENT: General Administration
Diversity Section

DATE: December 23, 2024

TO: Ted J. Kosowski, Director of Human Resources

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

SUBJECT: Review of 25-RFP-01, Medicare Advantage Plan

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 fully insured group Medicare Advantage Plan (“the Plan”) for its Medicare-eligible retirees. All expected services under the Plan will be performed by the selected carrier as a single entity under a multi-year contract.

As described in Section II, *Scope of Work* of the proposal document, the referenced expected services include providing communication services to migrate Medicare-eligible retirees and dependents from the current Advantage group to the Plan; providing superior and personalized customer service, taking into consideration plan design, age, demographics, location and audience; together with adjudicating claims, performing member services, and executing contracts with medical providers.

In determining that the RFP should not contain goals for Affirmative Action participation, the Diversity Section noted that the services being solicited would typically need to be performed by a single carrier who will provide the essential coverage 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 extension 1-4032.

RLM/FF

Attachments

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