

To: Leonard J. Flood  
Director of Finance

From: Rhonda Heabel  
Management Analyst

Date: September 27, 2006

Subject: Staff Recommendation Regarding Proposals for Occupational Health Services

As you know, the Village of Lombard mailed out a request for proposals (RFP) for occupational health service to four (4) occupational health services providers. Those providers were Advocate Occupational Health, Elmhurst Memorial Healthcare, Central DuPage Business Health, and DuPage Medical Group. Proposals were submitted to the Village by two (2) of the providers by the August 11, 2006 deadline.

Below is a summary of the cost analysis of the proposal results:

**RFP Cost Analysis for Occupational Health Services**

	<b>Advocate Occupational Health</b>	<b>Elmhurst Memorial Healthcare</b>
<b>Proposed Annual Cost to Village for:</b>		
Drug Testing Programs	\$1,525.00	\$2,050.00
Periodic Exam and Post-Offer Employment Exams:	\$39,514.56	\$67,027.50
Vaccinations	\$3,820.00	\$3,410.00
Miscellaneous Procedures	\$4,285.00	\$4,010.00
Health Risk Assessments	\$3,900.00	\$4,800.00
<b>Total</b>	<b>\$53,044.56</b>	<b>\$81,297.50</b>

After completion of the cost analysis and careful review of the overall proposals, staff recommends that the Village of Lombard enter into an Agreement with Advocate Occupational Health for occupational health services. In addition to the proposed fees for services, below are factors contributing to this recommendation:

- Advocate Health Care is recognized as one of the top ten health systems in the country. Therefore they have the resources to assist the Village of Lombard with any work-related health issue.

- Advocate Occupational Health has been the occupational health services provider for the Village of Lombard since 1997. They have not raised fees for the Village physicals and affiliated screenings since 2001. Even so, they are introducing a new pricing program to the Village of Lombard, rewarding us for long-time loyalty. As a result, the Village of Lombard's prices will be substantially discounted, which is reflected in the proposal.
- As our current provider, Advocate is familiar with Village of Lombard needs and processes. In addition, they hold our history. No transition of records between providers would be necessary.
- The Village of Lombard and Advocate Occupational Health Care have cultivated a good working relationship. As part of our review process, proposals were reviewed with both Human Resources as well as the Village's Public Safety Departments. Throughout the review process, Human Resources, Fire, Police and Public Works expressed satisfaction with the services provided to the Village by Advocate.
- Dr. Morgan, Medical Director for the Downers Grove site, is board certified in occupational medicine. She is available to review our job descriptions and/or tour our job sites to assist the Village in designing the profiles for physicals to best achieve the needs of the Village in the areas of both safety and cost containment. Furthermore, she has agreed to contribute information to our Village safety committees on an annual basis.
- Advocate uses a secure web site that offers the Village the ability to access a number of reports free of charge. In addition, the secure web site has the ability to provide the Village of Lombard with work injury treatment information.
- Advocate has streamlined their scheduling and physical exam procedures and has worked with Village departments to minimize the amount of time that an employee is away from their job for the purpose of their physical exam.
- The Village of Lombard had a follow-up meeting with the team from Advocate where we confirmed a maximum time line of 48 hours for getting our employees in to see a specialist, as well as for receiving reports back from a specialist.

Attached is a Board resolution authorizing the Village of Lombard to enter into an Agreement with Advocate Occupational Health for occupational health services as detailed in their proposal dated August 11, 2006. This Agreement would commence on November 1, 2006 and would remain in effect for three (3) years from the date service provision begins. I am requesting that this item be placed on the Village Board agenda for Thursday, October 5. Please let me know if you have any questions.