



**DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY**

Board of Directors

**Human Resources and Labor Relations  
Committee**

Wednesday, July 14, 2021  
11:00 am

**Microsoft Teams meeting**  
**Join on your computer or mobile app**  
[Click here to join the meeting](#)  
**Or call in (audio only)**  
[+1 202-753-6714,,73547273#](tel:+1202753671473547273)  
**Phone Conference ID: 735 472 73#**

- 1. Call to Order... ..... Adriana Hochberg, Chairperson
- 2. Roll Call..... Linda Manley, Board Secretary
- 3. Benefits Update ..... Ron Lewis, Benefits Manager
  - a) **Group Life and Disability Insurance Services**
- 4. Action Item:
  - a) **Contract No.: 10060- New York Group Benefits Solutions**
- 5. **Heat Stress Policy Update** ..... George Porter, Safety Director  
Maureen Holman, EVP, Administration  
David Gill, Safety Specialist
- 6. Executive Session\* ..... Adriana Hochberg, Chairperson
- 7. Adjournment ..... Adriana Hochberg, Chairperson

1 The DC Water Board of Directors may go into executive session at this meeting pursuant to the District of Columbia Open Meetings Act of 2010, if such action is approved by a majority vote of the Board members who constitute a quorum to discuss: matters prohibited from public disclosure pursuant to a court order or law under D.C. Official Code § 2-575(b)(1); contract negotiations under D.C. Official Code § 2-575(b)(2); legal, confidential or privileged matters under D.C. Official Code § 2-575(b)(4)(A); collective bargaining negotiations under D.C. Official Code § 2-575(b)(5); facility security under D.C. Official Code § 2-575(b)(8); disciplinary matters under D.C. Official Code § 2-575(b)(9); personnel matters under D.C. Official Code § 2-575(b)(10); proprietary matters under D.C. Official Code § 2-575(b)(11); train and develop members of a public body and staff under D.C. Official Codes § 2-575(b)(12); decision in an adjudication action under D.C. Official Code § 2-575(b)(13); civil or criminal matters where disclosure to the public may harm the investigation under D.C. Official Code § 2-575(b)(14), and other matters provided in the Act.



Presented to HR Labor Relations Committee July 2021

**GROUP LIFE AND DISABILITY INSURANCE SERVICES**

**Solicitation Number : DCW-SOL-21-10054**

**Issue Date : April 2, 2021**

**Proposal Due Date : May 3, 2021**



**GROUP LIFE AND DISABILITY INSURANCE SERVICES**  
**Solicitation Number : DCW-SOL-21-10054**

This proposal impact the following benefits and employee counts:

Basic Life	1,038
Supplemental Life	624
Dependent Life	411
Voluntary Accidental Death	763
Short Term Disability	705
Long Term Disability	706



**GROUP LIFE AND DISABILITY INSURANCE SERVICES**  
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Communication was received from five (5) vendors but only two vendors returned complete responses:

New York Life Group Benefit Solutions (NYL GBS) (Cigna)	Marsh USA	Prudential	Securian	Standard
Provided Quote	Declined to Quote Did not have enough time to submit a response.	Declined to Quote Did not agree to DCW's standards of conduct provisions. Their provisions were rejected by DC Water's Legal team	Stated they submitted a proposal, however DCW has no record of the submission.	Provided Quote



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Technical Responses representing 75% of total score was reviewed and scored by a five (5) member panel:

Ronald Lewis	Manager, Benefits
Ikenya Zeigler	Senior Specialist, Benefits
Pamela Austin	Specialist II, Benefits
Andria Bagwell	Specialist, Labor Relations
Robin Hayes	Manager, Workers Comp

Pricing representing 25% of the total score was scored by Procurement



**GROUP LIFE AND DISABILITY INSURANCE SERVICES**  
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Evaluation Criteria:

- ORGANIZATIONAL CAPABILITIES,
- TECHNOLOGY, QUALIFICATION,
- ABILITY TO ADMINISTER CURRENT PLAN DESIGN,
- REPORTING Capabilities
- LEGAL/CONTRACTUAL/COMPLIANCE
- MEMBER SERVICE & CLAIMS ADMINISTRATION



**GROUP LIFE AND DISABILITY INSURANCE SERVICES**  
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**Significant Points:**

- **NY Life/ Cigna increased Guaranteed issue from \$150,000 to \$250,000**
- **NY Life/ Cigna offering a service at no additional charge to send out “Right to Convert notices” to terminated employees.**
- **New York Life / Cigna assists disabled members with filing for social security benefits. They have a 96% success rate for claims open two years or longer.**
- **New York Life acquired Cigna’s Group insurance in late 2019; closed 4<sup>th</sup> Quarter 2020. Our account management team and administration processing will remain intact.**

**Conclusion: New York Life / Cigna has provided excellent service to DC Water for more than a decade. The current account team is very responsive and is working with DC Water to leverage technology and increase efficiency. Disability claims are being processed efficiently and accurately.**

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
BOARD OF DIRECTORS CONTRACTOR FACT SHEET**

**ACTION REQUESTED**

**GOODS AND SERVICES CONTRACT AWARD  
GROUP LIFE AND DISABILITY INSURANCE SERVICES  
(Joint Use-Indirect)**

Approval to execute a contract award for Group Life and Disability Insurance for a three-year base period and two option years in the amount of \$7,910,791.00.

**CONTRACTOR/SUB/VENDOR INFORMATION**

<b>PRIME:</b> New York Life Group Benefit Solutions 1601 Chestnut Street Philadelphia, PA 19192	<b>SUBS:</b> N/A	<b>PARTICIPATION:</b> N/A
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**DESCRIPTION AND PURPOSE**

Base Period Contract Value:	\$4,543,756.00
Base Contract Period:	3 Years
No. of Option Years:	2
Option Period Total Value:	\$3,367,035.00
Total Contract Value:	\$7,910,791.00
Proposals Received:	2
Proposal Price Range:	\$7,558,868.00 - \$7,910,791.00
Anticipated Base Period Start Date:	01-01-2022
Anticipated Base Period Completion Date:	12-31-2024
Proposals Received:	2

**Purpose of the Contract:**

Provide the District of Columbia Water and Sewer Authority (DC Water) employees with DC Water paid basic life insurance. Employees have the option to purchase Supplemental Life, Accidental Death and Dismemberment, Dependent Life, and Short and Long Term Disability Insurances.

**Contract Scope:**

Services include group life insurances both DC Water paid and employee Supplemental, Accident and Dismemberment, and Dependent insurance coverages. Premiums can fluctuate due to the market, enrollment/volume and age band of DC Water's workforce. Rates for the base period are firm and guaranteed. The rates for option years 1 and 2 are estimated and will be finalized prior to the expiration of the base period as firm will only commit to a 3-year base term.

**Supplier Selection:**

Two firms responded to the solicitation for these services. The award recommendation is based on the firm offering the best value to DC Water.

No DBE/WBE participation



**PROCUREMENT INFORMATION**

<b>Contract Type:</b>	Fixed Price	<b>Award Based On:</b>	Highest Rated Firm
<b>Commodity:</b>	Group Life and Disability Insurance Services	<b>Contract Number:</b>	10060
<b>Contractor Market:</b>	Open Market with DBE and WBE Program Utilization Goals - Exempt		

**BUDGET INFORMATION**

<b>Funding:</b>	Operating	<b>Department:</b>	Department of People and Talent
<b>Service Area:</b>	DC Water Wide	<b>Department Head:</b>	Lisa Stone

**ESTIMATED USER SHARE INFORMATION**

User	Share %	Dollar Amount
District of Columbia	87.73%	\$6,940,137.00
Washington Suburban Sanitary Commission	9.22%	\$729,375.00
Fairfax County	1.76%	\$139,230.00
Loudoun County	0.80%	\$63,286.00
Other (PI)	0.49%	\$38,763.00
<b>Total Estimated Dollar Amount</b>	<b>100.00%</b>	<b>\$7,910,791.00</b>

\_\_\_\_\_/\_\_\_\_\_  
 Lisa Stone Date  
 Chief People and Inclusion Officer, and EVP of People and Talent

\_\_\_\_\_/\_\_\_\_\_  
 Dan Bae Date  
 VP of Procurement and Compliance

\_\_\_\_\_/\_\_\_\_\_  
 Matthew T. Brown Date  
 CFO and EVP of Finance and Procurement

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 David L Gadis Date  
 CEO and General Manager

# Heat Stress Policy Update

DC Water



## Current posture


- New Heat Stress Policy
  - Executive Leadership review complete
  - Union Reviews complete and comments received
- Continue to follow new policy guidance even though not approved.
  - When the heat index reaches at least 100 °F, bring outdoor workers indoors when not completing emergency work
  - Adjust crew schedules around the heat of the day

## Current posture

- Heat Stress Campaign (July into August, 2<sup>nd</sup> year)
  - Toolbox talks, info-graphics and safety bulletins via Team Blue weekly
  - Developing a Safety calendar on the DOSH Pipeline homepage where the toolbox talks and info-graphics can be accessed.
- OEM Extreme Weather Updates
  - Heat advisory notifications aligned with the district notification system
-

## Safety Bulletin

- Developed in 2013
- Revised in 2015, addressing heat index over 100deg Fahrenheit
- Revised for COVID in 2020



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH  
**SAFETY BULLETIN**

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### COVID-19 Update Hot Weather Bulletin

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The heat index is used as an indicator of perceived temperature and temperature in relation to humidity. The heat index is determined by the National Weather Service and is communicated during weather reports, when the heat index reaches at least 100 degrees.

DC Water managers and supervisors are urged to bring outdoor crews indoors when not completing emergency work. If workers need to be outside in the heat, make sure they have plenty of water, take frequent breaks and keep their skin covered.

You can track weather conditions by using OSHA's Heat Safety Tool app for smartphones. This app allows you to calculate the heat index for your location and displays the corresponding risk to outdoor workers. The app also reminds you of the protective measures that should be taken at each risk level to protect against heat-related illness. The app can be downloaded via the Apple App store or the Android marketplace.

Other considerations with respect to outdoor work in hot weather:

1. Due to COVID-19, workers are required to wear a face covering. Workers may need to take more frequent breaks and should do so out of direct sun.
2. If possible, adjust work activities to avoid the hottest part of the day (12 pm- 4 pm). If workers do not have to be outside, readjust their work to indoor duty.
3. Throughout the shift and when taking breaks, drink plenty of water and liquids to prevent dehydration and avoid caffeinated drinks.
4. Wearing protective clothing, such as hats, safety glasses with UV lenses, lightweight clothing with sleeves and/ or clothing made of moisture-wicking material helps prevent overheating and sunburn. Also apply sunscreen as necessary.
5. Supervisors should pay close attention to employees' physical condition and make sure workers are taking measures to keep cool. If a worker appears to be overheating or becoming dizzy, take the necessary safety and health measures to ensure that workers' safety. The most important factor to remember is to cool the body and provide liquids, if necessary call 911.

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**Safety Always.**  
Should you have any questions or concerns, please contact the Department of Occupational Safety and Health.

SB No. 2020-06

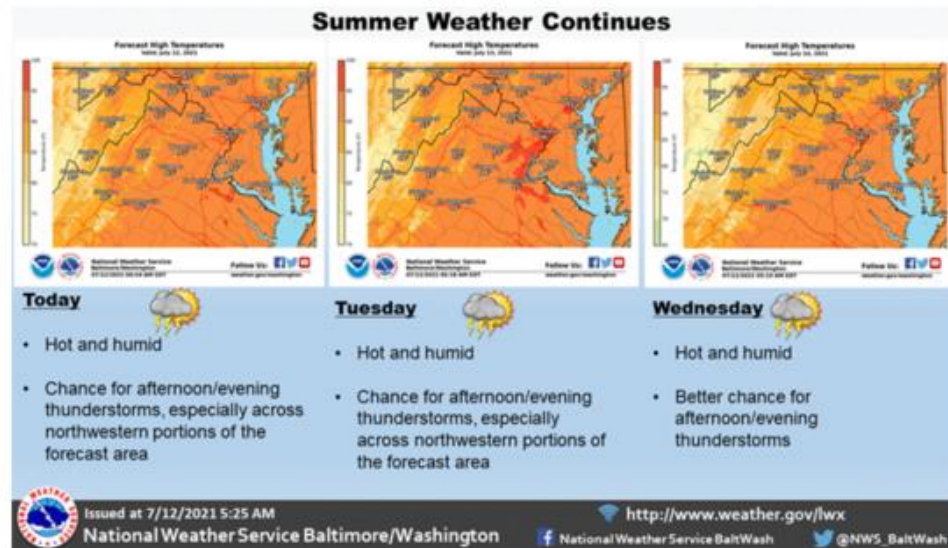
## Team Blue example 7/12/21



Team Blue,

It's going to be another hot week, protect yourself against heat exposure. Remember to dress appropriately, drink water and take breaks out of direct sunlight and know the warning signs of heat exhaustion and/or heat stroke. Review these helpful tips to protect yourself and your coworkers.

These infographics can be used as a toolbox talk as well, they can be found on the DOSH Pipeline calendar along with a sign in sheet. <https://dcwater.sharepoint.com/sites/Pipeline/AGMSupportServices/DOSH/Pages/default.aspx>



# Info Graphic example 7/12/21

## Protect Yourself Against Heat Exposure.

You are at risk if you:

- Are new to the job
- Work in hot and humid conditions
- Do heavy physical labor
- Don't drink enough water

### Tip 1: Know the Warning Signs

#### Heat Exhaustion:



Weakness & Wet Skin



Headache, Dizziness or Fainting



Nausea or Vomiting

#### Heat Stroke:



Excessive sweating or red, hot, dry skin



Confusion or Fainting



Convulsions or Seizures

Learn more about heat-related illnesses and how to prevent them at <http://bit.ly/CPWRHotWeather>

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