



DATE: May 11, 2026

TO: Alderman Kevin Frost, Chair
Members of the Finance and Personnel Committee

FROM: Shurice Hunter – Human Resources Director

RE: AWARD of RFP – FMLA THIRD PARTY ADMINISTRATION, RFP NO. **725-HR-093**

CONTRACT DETAILS

Bids Opened: September 9, 2025

Product/Service/Project: Third Party Administration of FMLA Leave Management

Bids Received: Three (3)

Vendor: Sedgwick Claims Management Services – Memphis, TN

Contract Amount/Rates: \$3.39 Per Employee Per Month. Total annual estimated administrative costs \$44,015.

Contract Duration: Three (3) Year Term with Two (2) Single Year Renewals

Funding Source: Human Resources Operating Budget

NARRATIVE

The Human Resources Department recommends awarding the RFP for third party administration of FMLA Leave Management to Sedgwick Claims Management Services. The City of Rockford has partnered with Sedgwick since 2015. They provide a level of service and communication required to effectively manage leaves. We currently have approximately 77 active intermittent leaves and 49 active continuous leaves open at this time.

RESOLUTION
of the
CITY COUNCIL OF THE CITY OF ROCKFORD, ILLINOIS
SUBMITTED BY: FINANCE AND PERSONNEL COMMITTEE

RESOLUTION AWARDING CONTRACT FOR THIRD PARTY ADMINISTRATION OF FMLA LEAVE
MANAGEMENT

WHEREAS, the Code of Ordinances for the City of Rockford, Illinois, provides as in Chapter 4, Article VI, Division 4, that all purchases for and contracts for supplies, materials, equipment, and contractual services, the value of which is estimated to exceed \$25,000, shall be based on competitive solicitation and awarded by the City Council; and,

WHEREAS, competitive proposals were received for the City of Rockford for the following:

THIRD PARTY ADMINISTRATION OF FMLA LEAVE MANAGEMENT

WHEREAS, the Finance and Personnel Committee of the City Council for the City of Rockford, Illinois has reviewed the proposals received for the aforementioned item(s) and recommends awarding the proposals as follows:

Vendor: SEDGWICK CLAIMS MANAGEMENT SERVICES – MEMPHIS, TN
Amount: \$44,015.00 (estimated annual administrative costs)

WHEREAS, the Finance and Personnel Committee has determined that the funding for the aforementioned purchase shall be as follows:

HUMAN RESOURCES OPERATING BUDGET

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Rockford, Illinois that the Mayor execute an agreement with SEDGWICK CLAIMS MANAGEMENT SERVICES of MEMPHIS, TN for THIRD PARTY ADMINISTRATION OF FMLA LEAVE MANAGEMENT in the estimated amount of \$44,015.00, subject to the specifications in the invitation to RFP.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Legal Director is hereby authorized to prepare and deliver certified copies of this Resolution to the Central Services Manager.

The above and foregoing Resolution was adopted by the City Council of the City of Rockford, Illinois, this _____ day of _____, 2026.

ATTEST:

Thomas P. McNamara, Mayor
City of Rockford, Illinois

Angela L. Hammer, Legal Director and Ex-Officio
Keeper of the Records and Seal
City of Rockford, Illinois

Rockford, Illinois

Date: May 11, 2026

RECOMMENDATION FOR RESOLUTION

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval** of the agreement with SEDGWICK CLAIMS MANAGEMENT SERVICES of MEMPHIS, TN for THIRD PARTY ADMINISTRATION OF FMLA LEAVE MANAGEMENT in the estimated amount of \$44,015.00. The Legal Director shall prepare the appropriate resolution.

Kevin Frost (Chair)

Jonathan Logemann (Vice Chair)

Frank Beach

Dawn Granath

Chad Tuneberg

Committee Action Taken:

Frost:	Ayes:___	Nays:___	Absent:___
Logemann:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___