

MANATEE COUNTY GOVERNMENT SOURCE SELECTION

SUBJECT	Workers Compensation Third Party Administrator	DATE POSTED	Date Posted on mymanatee.org <u>04/23/2012</u> <i>PCA</i>
PURCHASING REPRESENTATIVE	Deborah Carey-Reed, 941/749-3074	DATE CONTRACT SHALL BE AWARDED	April 30, 2012
DEPARTMENT	County Attorney Office / Risk Management	CONSEQUENCES IF DEFERRED	N/A <i>Mimi N. Wallace for</i>
SOURCE RECOMMENDATION	Request For Proposals #12-1076DC	AUTHORIZED BY	Melissa M. Wendel, Purchasing Official Date: <u>4/23/2012</u>

ACTION DESIRED

Authorization to negotiate and execute an Agreement with Commercial Risk Management, Inc., Tampa, Florida, Florida for a Third Party Administrator (TPA) to administer the County's workers' compensation claims for an annual not to exceed amount of amount of \$131,000 and a contract term of three (3) years with two optional one-year renewals.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Manatee County Code of Laws

BACKGROUND/DISCUSSION

- The contractor shall administer, through the County's Attorney Office Risk Management, all workers' compensation claims for employees of the Board of Manatee County Commissioners, Manatee Sheriff Office, Clerk of the Circuit Court, Supervisor of Elections, Tax Collector, Property Appraiser, and the Sarasota/Manatee Metropolitan Planning Organization.
- 02/15/2012 to 03/16/2012 Appropriate procurement procedures were followed. The Request for Proposal (RFP) was advertised in the local newspaper and on the County website and broadcast to over 300 companies through DemandStar; it was also provided to the Manatee County Chamber of Commerce for release to its members. Nineteen (19) local firms were directly solicited by the Purchasing Division. Proposals were received from five (5) firms.
- 04/04/2012 The Evaluation Committee convened and evaluated all proposals received. All proposals evidenced the qualifications and experience of the proposer to perform this contract in accordance with the RFP requirements. Discussions included contract annual costs and contract transition requirements; and three firms were chosen for presentations.
- 04/13/2012 Oral presentations were held and the Evaluation Committee ranked the three firms as follows for the purpose of negotiating a contract with the top ranked firm.

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ATTACHMENTS: (List in order as attached)	INSTRUCTIONS:
None	N/A
COST \$131,000 (annual cost)	SOURCE (ACCT# & NAME) various
COMMENTS N/A	AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT) N/A

April 23, 2012

Source Selection for Workers Compensation TPA

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- Unanimously, the Evaluation Committee ranked the firms as follows:

Ranked No. 1: Commercial Risk Management, Inc. (CMD)

The top ranked firm is the incumbent with which the County is highly satisfied with their professional handling of claims as well as their responsiveness to the County's needs. CMD is very knowledgeable and informative in respect to legalities; and proactive in their administration. CMD provides a friendly, comfortable, and personal working relationship with County staff and County employees requiring assistance. There is no transition of records required or cost proposed associated with annual administrative fees; nor is there any proposed expense for the various reports required by the County. COST: \$131,936 annually; \$391/claim.

Ranked No. 2: John Eastern Company

John Eastern exhibited the qualifications and experience to provide the services as stated in the Scope of Services. They provided a great presentation and has available an exceptional data system. There is no cost associated with data conversion or annual administrative fees. COST: \$162,000 annually; \$725/claim.

Ranked No. 3: Gallagher Bassett Services, Inc.

Gallagher Bassett is qualified to perform the required services. They provided a detailed presentation and information of various internal focus check points. COST: Option 1 - \$202,482; claims: \$185 Medical, \$1325 Indemnity. Option 2 - \$247,923: \$207 Medical, \$1868 Indemnity.

Remaining Respondents

The remaining respondents, listed alphabetically below, were not ranked, and although well qualified, were not selected based on a comparison of capabilities of the selected firm, as stated in the solicitation document. All of the criteria specified in the RFP were utilized in the selection determination.

Abercrombie Simmons & Gillette (AS&G)

PMA Management Corp