

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: January 22, 2020

FROM: Peter J. Iglesias, P.E.
City Manager



SUBJECT: Award Recommendation
RFP 2019-043 Workers Compensation and
Third-Party Liability Claims Administrative
Services

At the February 25, 2020 City Commission Meeting an award recommendation for RFP 2019-043 Workers Compensation and Third-Party Liability Claims Administrative Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Procurement Officer to award the RFP and authorize negotiations with John's Eastern Company, Inc. the highest ranked responsive and responsible proposer, for Workers Compensation and Third-Party Liability Claims Administrative Services, RFP 2019-043.
- 2) Should negotiations fail with the top-ranked proposer, negotiations shall commence with the next highest ranked responsive-responsible proposer, up to the second ranked qualified Proposer, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.

On October 22, 2019, the Procurement Division of Finance formally advertised, issued, and distributed Workers Compensation and Third-Party Liability Claims Administrative Services, Request for Proposals (RFP) 2019-043. Thirty-four (34) prospective proposers downloaded the RFP package from Public Purchase, the City's web-based e-Procurement service.

On December 2, 2019, four (4) firms submitted proposals in response to the RFP: Broadspire; CorVel Enterprise Comp, Inc.; Johns Eastern Company, Inc.; and PMA Management Corp.

On January 16, 2020, the Evaluation Committee convened to evaluate the four (4) responsive proposals and ranked the firms in the following order of preference: Johns Eastern Company, Inc. (top-ranked); CorVel Enterprise Comp, Inc. (second ranked); PMA Management Corp. (third ranked); and Broadspire (fourth ranked). The Evaluation Committee determined that Johns Eastern Company, Inc. was the highest ranked responsive-responsible proposer. The Evaluation Committee further recommended that should negotiations fail with Johns Eastern Company, Inc., that negotiations commence with the next ranked firm, up to the second ranked firm, until an agreement and contract amount acceptable to the City has been reached.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.



RFP 2019-043
Workers Compensation and Third-Party Liability Claims Administrative Services
EVALUATION OF PROPOSALS
COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Criteria Points	Maximum Total Points (5 Members)	Broadspire	CorVel Enterprise Comp, Inc.	Johns Eastern Company, Inc.	PMA Management Corp.
Experience & Qualifications		140					
Company history and description...			50	32	37.5	37.5	34.5
Qualifications and experience of all proposed key personnel.			50	36	40	40	38
Proposer's relevant knowledge and experience in providing the services...The degree of relevant experience...			50	35	37	38.5	34
Proposer's relevant knowledge and experience in providing the services...Other relevant experience...			25	17	19	19.5	16
Experience & Qualifications Total				120	133.5	135.5	122.5
<i>Criteria Comments (Comments are required for Criteria totals that fall below the ranking of "Fair")</i>							
Project Understanding, Proposed Approach, and Methodology		100					
Proposer's overall detailed understanding, approach and methodology...			75	53	54	60	50
Proposer's documented and demonstrable adequacy of proposed online information systems...			50	38	36	39	34
Project Understanding, Proposed Approach, and Methodology Total				91	90	99	84
<i>Criteria Comments (Comments are required for Criteria totals that fall below the ranking of "Fair")</i>							
Past Performance and References		40					
Proposer's three (3) references (but no more than five (5)) from public sector agencies, similar in size to the City...			50	33	38	40	34
Past Performance and References Total				33	38	40	34
<i>Criteria Comments (Comments are required for Criteria totals that fall below the ranking of "Fair")</i>							
Overall Cost		120					
Proposed pricing for items not part of the flat annual fee as shown on the Proposal Pricing Form.			25	12	14.5	18	17
Proposed flat annual pricing terms for all services required from the Proposer as shown on the Proposal Pricing Form.			125	83	77	93	95
Overall Cost Total				95	91.5	111	112
TOTAL POINTS		400		339.0	353.0	385.5	352.5
RANKING				4	2	1	3

Signature:
Chairperson:
Reviewed By:

Print Name: Vanessa Flores
Print Name: Yusef Gonzalez

Date: 1/16/2020
1/16/2020