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**Open Session Item**

**SUBJECT:** Contract Award (PUR-1422) Workers' Compensation Third Party Administrator (TPA)

**PRESENTATION DATE:** July 9, 2019

**PRESENTATION BY:** Rick Curry, CPPO, Director of Purchasing and Brian Overcash, Safety Compliance/Training Coordinator, Division of Health & Human Services

**RECOMMENDATION:** Move to award the contract for Workers' Compensation Third Party Administrator Services to the responsive, responsible proposer, Johns Eastern Company, Inc. of Lakewood, FL with the lowest Total Lump Sum Fee of \$190,000.00 for Fiscal Years 2019 (beginning August 1, 2019) through 2023, and contingent upon approval of the final contract by the County Attorney.

**REPORT-IN-BRIEF:** The resulting contract will cover the services of a Workers' Compensation Third Party Administrator for the adjusting and administration of Washington County Workers' Compensation claims on behalf of the Washington County Self-Insurance Program. The term of the contract is for a one (1) year period tentatively commencing July 31, 2019 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods thereafter.

The Request for Proposals (RFP) was advertised on the State's *eMaryland Marketplace* web site, on the County's web site, and in the local newspaper. Ninety-three (93) persons/firms accessed the RFP from the County's web site. Four (4) firms were represented at the Pre-Proposal Conference. The Coordinating Committee was comprised of the County Deputy Director of Health & Human Services (Committee Chairman Designee), County Director of Purchasing, County Safety Compliance Administrator, County Risk Management Administrator, and the Human Resources Manager/designee for the City of Hagerstown.

Submittals were received on April 30, 2019 from four (4) firms. One (1) firm's Qualifications & Experience/Technical Proposal was considered non-responsive. The Price Proposals of the remaining responsive, responsible firms were opened, clarifications were obtained, and costs were as indicated on the attached matrix.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Currently, the County's annual fee for services totals \$42,000. Johns Eastern Company, Inc. proposes \$38,000 for the first-year lump sum cost. Funding for these services is in the general fund account from which all workers' compensation expenses and insurance premiums are paid.

**CONCURRENCES:** The Coordinating Committee.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Price Proposal Matrix

**AUDIO/VISUAL NEEDS:** N/A