City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor
Division of Insurance and Risk Management
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MEMORANDUM

Date: July 11, 2018

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

From: Twane Duckworth, Chief
Risk Management Division

Barbara Holton, WC Claims Manager BH
Risk Management Division

Subject: Subcommittee Report Letter for P-19-18 WC Manage Care Services

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The subcommittee received two (2) proposals for evaluation for the above referenced project and found them to be responsive, interested, qualified and available to provide the services required by the RFP.

The proposals were evaluated using the criteria outlined in the Purchasing Code as modified by the RFP (Attachment B – Evaluation Matrix). The Price Sheets (Form 1 – Price Sheet) for all proposers are provided.

Based on the above, the following proposers are determined to be qualified to perform the required service and these proposers in ranking order are:

1. USIS, Inc. AmeriSys
2. CorVel Corporation

We recommend that the above list be forwarded to the Mayor for final selection.

Attachments:
Scoring Matrix
Form 1 – Price Sheet (All Proposers)
Attachment B – Evaluation Matrix

Evaluation Matrix

EVALUATION SCALE

1 ---------- 25

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. P-19-18 Average

PROJECT TITLE: **WC Managed Care Services**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses &	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	Quotation of Rates, Fees or Charges & Other Detailed	VOLUME OF CURRENT AND PRIOR WORK	OVERALL
MAXIMUM POINTS	25	5	5	5	10	5	10	10	20	5	100
AmeriSys	25.00	5.00	5.00	5.00	10.00	4.50	10.00	10.00	17.50	4.00	96.00
Corvel	25.00	4.00	4.50	5.00	10.00	5.00	7.50	6.50	20.00	5.00	92.50

Form 1 - Price Sheet

NAME OF CONSULTANT USIS, Inc. dba AmeriSys

Proposal Number P-19-18

Proposed Flat Annual Cost for ALL REQUESTED SERVICES:

Term	Proposed Cost
October 1, 2018 – September 30, 2019	$339,500.00
October 1, 2019 – September 30, 2020	$348,000.00
October 1, 2020 – September 30, 2021	$356,750.00
October 1, 2021 – September 30, 2022	$365,500.00
October 1, 2022 – September 30, 2023	$374,750.00

Please outline ALL variable costs which are not included above.
No variable costs.

Please confirm that all services outlined in the Transition Phase are included in above pricing.
All services outlined in the Transition Phase are included in the above pricing.

Form 1 – Price Sheet

NAME OF CONSULTANT CorVel Healthcare Corporation

Proposal Number P-19-18 Workers' Compensation Managed Care Services

Proposed Flat Annual Cost for ALL REQUESTED SERVICES:

Term	Proposed Cost
October 1, 2018 – September 30, 2019	$299,000
October 1, 2019 – September 30, 2020	$307,970
October 1, 2020 – September 30, 2021	$317,209
October 1, 2021 – September 30, 2022	$326,725
October 1, 2022 – September 30, 2023	$336,527

Please outline ALL variable costs which are not included above.

The above flat rate includes all Medical Bill Review, CorVel PPO Access and associated discounts, Checkwriting services, and CorVel's PBM services. Actual provider medical costs and all pharmacy prescription costs are paid at the recommended discount and are not included in the flat rate.

Please confirm that all services outlined in the Transition Phase are included in above pricing.

CorVel confirms that all services outlines in the Transition Phase are included in the above pricing.

Attachment B– Evaluation Matrix

The evaluations will be based upon the following criteria, and Consultants are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and will be awarded a score of 1 through maximum points. Consultants are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

1. **COMPETENCE.** Including professional and/or technical education and training; experience in the kind of projects to be undertaken; availability of adequate personnel, equipment and facilities and the extent of repeat business of the persons. Provide names and resumes of all individuals to be assigned to this project. List previous projects similar to the one in the RFP, which have been satisfactorily completed. Provide resumes of principal staff/project manager showing years of experience in the field to which they are assigned for this project. **(25 points maximum score)**

2. **CURRENT WORKLOAD.** Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions. **(5 points maximum score)**

3. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Consultant may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(5 points maximum score)**

4. **ABILITY TO OBSERVE AND ADVISE WHETHER PLANS AND SPECIFICATIONS ARE BEING COMPLIED WITH, WHERE APPLICABLE.** Describe experience, ability, and understanding of Consultant and assigned personnel in observing and monitoring instruction or direction to similarly related tasks. **(5 points maximum score)**

5. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a list of completed projects that are similar in nature and scope to the project under consideration with references to include owner's contact person and telephone number. Describe any outstanding accomplishments that relate to specific services being sought. Responding to this evaluation criterion necessitates that Consultants include statements of their past and present record of professional accomplishments or performance with the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and an independent agency required by law or voluntarily requesting to utilize for services of the (Procurement) Department"; and with any of Buyer's "Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. **(10 points maximum score)**

6. **PROXIMITY TO THE PROJECT.** Document the location of Consultant's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Consultant's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Consultant's branch office(s), if any, that are located in and/or that are closest to Jacksonville, Florida, the number of employee assigned thereto and the period of continuous existence thereof. Additionally, Consultants are requested to

demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded. **(5 points maximum score)**

7. **PAST AND PRESENT DEMONSTRATED COMMITMENT TO SMALL AND MINORITY BUSINESSES AND CONTRIBUTIONS TOWARD A DIVERSE MARKET PLACE.** Responding to this evaluation criterion necessitates that Consultants indicate their past and present commitment to minority, women-owned, small and emerging businesses. More specifically, responses to this evaluation criterion should include, without limitation, statements that document the Consultant's: (i) commitment to diversity among the directors, officers, members and/or employees that make up its firm; (ii) commitment to diversity within its community and beyond; (iii) commitment to and/or utilization of minority, women-owned, small and emerging businesses on past projects; and (iv) commitment to and/or utilization of minority, women-owned, small and emerging businesses, certified JSEBs in particular, for the project solicitation in question. **(10 points maximum score)**

8. **ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE PROJECT REQUIREMENTS.** Describe the Consultant's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state and local laws, statutes, ordinances, rules and regulations. **(10 points maximum score)**

9. **QUOTATION OF RATES, FEES OR CHARGES AND OTHER DETAILED COST PROPOSAL OR COST BREAKDOWN INFORMATION.** Describe the Consultant's overall willingness to meet both time and budget requirements for the project, and subject to Chapter 126, Part 3 of Jacksonville Ordinance Code, Section 126.302(e) in particular, proposed total compensation or unit price quotations, including, without limitation, hourly rates, fees, or other charges that will ultimately be used during, contract negotiations to calculate or determine total compensation. **(20 points maximum score)**

10. **THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR.** Provide a list of all local government projects including the fees awarded for each on which Consultant has been awarded during the past five (5) years. Include only those projects on which Consultant was the Prime Consultant (do not delete fees paid to subconsultants or others). Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the [Procurement] Division"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Consultant has not performed work for any of these agencies during the past five (5) years, the response should so clearly state. The minus factor methodology for this criteria will be based on the fees awarded. The higher the volume of fees the lower the score, less volume of fees the higher the score. **(5 points maximum score)**