SUBJECT: RISK MANAGEMENT & CLAIMS ADMINISTRATION INFORMATION SYSTEM

BID # ESC-0358-15 **OPEN DATE: 1/14/15**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: From date of executed contract through October 1, 2015 with four (4) one (1) year renewal options

FOR: Risk Management

BASIS OF AWARD: Evaluated Criteria

NUMBER OF BIDS INVITED: **31** NUMBER RECEIVED: **8** OTHER: **0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to amend the award with Marsh ClearSight, LLC fka CS Stars, LLC for additional services as outlined in the attached exhibits in the amount of $53,895.00 through the initial period ending September 30, 2016. Total revised not to exceed expenditure in the amount of $451,478.00.

Funding Source: AFRM581AD – 03109 - To be executed by formal contract amendment #2 through the Office of General Counsel (Contract #7661-05)

Attachments: Recommendation Memo, Vendor Quote and Previous Awards

ANALYST _____ RESPECTFULLY SUBMITTED _____

ANNETTE BURNEY GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Twane Duckworth, Chief, Risk Management Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

DEPARTMENT OF FINANCE

RISK MAMAGEMENT DIVISION

MEMORANDUM

DATE: August 19, 2016

TO: Gregory Pease, Chairperson, General Government Awards Committee

FROM: Mitchell Perin, CPA, CGFO, MBA, Financial & Administrative Manager

RE: Bid No. ESC-0358-15 for Risk Management & Claims Administration Information System, Exhibit D is the DCR # 1, – Amendment 2

Exhibit D is DCR # 1, is the purchase of 175 additional support hours in the amount of $34,125.00, contact data cleanup and security revisions in the amount of $16,770.00, and purchase of additional FROI and SROI transmissions in the amount of $3,000.00 increasing the FY 16 contract by $53,895.00 from $397,583.00 to $451,478.00 for the period ending September 30, 2016. The maximum indebtedness to the City for Exhibit D, which is DCR # 1, is $53,895.00 to a new total maximum indebtedness of $451,478.00. All other terms and conditions shall remain the same.

Accordingly, (i) it is requested that the City Contract No. 7661-05, with Marsh Clearsight, LLC, for services describe in Exhibit "D" DCR #1, Amendment 2 be approved. (ii) Increase the maximum indebtedness to the City by a not-to-exceed amount of $53,895.00, to a new total maximum indebtedness of $451,478.00. All other terms and conditions remain the same.

Thank you for your consideration in this matter.

cc: Annette Leslie-Burney

Attachments:
Exhibit D: DCR # 1

Leslie-Burney, Annette

From: Perin, Mitchell
Sent: Monday, August 29, 2016 4:12 PM
To: Leslie-Burney, Annette
Cc: Centeno, Bibinia
Subject: RE: Corrected memo for DCR1

Annette,

Yes, please use AFRM581AD -03109.

Thanks

Mitchell L. Perin, CPA, CGFO, MBA
Financial & Administrative Manager
Risk Management Division
Department of Finance
City of Jacksonville, FL
117 W Duval Street, Suite 335
Jacksonville, FL 32202
Mperin@coj.net
Office: (904) 630-2929
Fax: (904) 630-2913

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From: Leslie-Burney, Annette
Sent: Monday, August 29, 2016 4:11 PM
To: Perin, Mitchell
Cc: Bryant Dallas, Sharon
Subject: RE: Corrected memo for DCR1

Mitch, the memo looks good. Is the index code: AFRM581AD-03109 the same?

ANNETTE L. BURNEY
PURCHASING ANALYST
CITY OF JACKSONVILLE
PROCUREMENT DIVISION
OFFICE: 904-255-8810
FAX: 904-360-8527

From: Perin, Mitchell
Sent: Monday, August 29, 2016 1:40 PM

To: Leslie-Burney, Annette
Subject: Corrected memo for DCR1

Annette,

I have corrected the GGAC memo attached.

Thanks

Mitchell L. Perin, CPA, CGFO, MBA
Financial & Administrative Manager
Risk Management Division
Department of Finance
City of Jacksonville, FL
117 W Duval Street, Suite 335
Jacksonville, FL 32202
Mperin@coj.net
Office: (904) 630-2929
Fax: (904) 630-2913

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EXHIBIT D
Deliverables Change Request #1

Client: **City of Jacksonville, FL**

Effective Date: **August 15, 2016**

Statement of Work: **#1**

License Agreement: **October 1, 2015**

The parties agree to the following Change Request:

Deliverables Added:

Modules/Reports/Imports/Exports/Technical Services/Ongoing Services and Training:

Deliverable (Advanced Feature or Universal Solution)	Description
Contact Data Cleanup	**Identifying and Removing Duplicate Contacts:** 1. Create the list of duplicate contacts. (Client to determine criteria to identify duplicates) 2. Provide list to Client (Client to specify which Contact to keep, and which CONTACT_REF_NUMBER to be used.) 3. Apply updates in TEST. Updates limited to the following tables: XXXTRANS XXXCONTACT_RW XXXCONTACT_ATTACHMENT 4. Client to verify changes in TEST are correct 5. Apply updates in PROD 6. Security Updates to prevent Contact duplication - based on which users can create which Contact Types. Does not include screen changes for Contact, Claims, etc.

Deliverables to be Changed:
From:

Modules/Reports/Imports/Exports/Technical Services/Ongoing Services and Training:

Deliverable (Advanced Feature or Universal Solution)	Description
Annual Service Hours	580. This includes the utilization of STARS Online Support

To:

Modules/Reports/Imports/Exports/Technical Services/Ongoing Services and Training:

Deliverable (Advanced Feature or Universal Solution)	Description
Service Hours	755. This includes the utilization of Marsh ClearSight Online Support 175 hours added by this Deliverables Change Request Note: Client may roll over a maximum of 125 available service hours into Client's next fiscal year (10/1/2016-9/30/2017),based on the balance of hours remaining as of 10/1/2016.

Fees to be Changed: Applicable ☒ Not Applicable ☐

From:

FEES	CLIENT TOTAL	PAYMENT SCHEDULE	ADDITIONAL DETAILS
Annual Subscription Fee	$339,500	Monthly	Billed in monthly installments, beginning on SOW#1 Effective Date
CMS Section 111 Fee	19,500	Monthly	Billed in monthly installments, beginning on SOW#1 Effective Date
Transactional FeesTransactional FeesTransactional Fees	6,000	Quarterly	Actual fees based on Clearinghouse reports detailing FROI and SROI transmissions
Total Maximum Indebtedness for Initial Term	**$365,000**		

As required by Section 106.431, *Ordinance Code*, the maximum indebtedness of the City for the Initial Term of the Agreement, as set forth in this Statement of Work shall be $365,000: $334,500 as the License and Services fees for the Initial Term of this Statement of Work, as set forth above; $5,000 for travel expenses; $19,500 for the Medicare Section 111 Solution Option 1 annual fee and $6,000 for EDI transactional billings, provided, however, that (a) if it appears that said maximum indebtedness will be exceeded, the parties shall execute a written amendment accordingly and (b) until and unless the parties execute a written amendment to this Statement of Work, Marsh ClearSight will have no obligation to perform any Services that result in Fees in excess of the City's maximum indebtedness.

To:

FEES	CLIENT TOTAL	PAYMENT SCHEDULE	ADDITIONAL DETAILS
Annual Subscription Fee	$339,500	Monthly	Billed in monthly installments, beginning on SOW#1 Effective Date
CMS Section 111 Fee	19,500	Monthly	Billed in monthly installments, beginning on SOW#1 Effective Date
175 Additional Support Hours	34,125	One time	Billed in full on DCR#1 Effective Date
Contact Data Cleanup and Security Revisions	16,770	One time	Billed in full on DCR#1 Effective Date
Transactional Fees	9,000	Quarterly	Actual fees based on Clearinghouse reports detailing FROI and SROI transmissions

Total Maximum Indebtedness for Initial Term	**$418,895**		

As required by Section 106.431, *Ordinance Code*, the maximum indebtedness of the City for the Initial Term of the Agreement, as set forth in this Statement of Work shall be $418,895: $385,395 as the License and Services fees for the Initial Term of this Statement of Work, as set forth above; $5,000 for travel expenses; $19,500 for the Medicare Section 111 Solution Option 1 annual fee and $9,000 for EDI transactional billings, provided, however, that (a) if it appears that said maximum indebtedness will be exceeded, the parties shall execute a written amendment accordingly and (b) until and unless the parties execute a written amendment to this Statement of Work, Marsh ClearSight will have no obligation to perform any Services that result in Fees in excess of the City's maximum indebtedness.

Unless changed above, invoices will be issued according to the Pricing and Invoice Schedule detailed in the original SOW #1.

Client acknowledges and agrees that Fees related to this Statement of Work are based on the assumption that the information required for Marsh ClearSIght work is made available by Client, and Client key personnel during the course of Marsh ClearSIght work will provide the support necessary to complete each deliverable. If delays or other unanticipated problems which are beyond Marsh ClearSight control occur this may result in additional fees, which Marsh ClearSight will discuss with Client as soon as identified.
Additional deliverables outside of the scope of this statement of work, as requested by the Client and agreed by Marsh ClearSight, will be billed at the discounted hourly rate of $195 / hour [standard hourly rate: $250 / hour].

Fees Unchanged: **Applicable** ☐ **Not Applicable** ☒

AGREED TO and executed by the undersigned duly authorized representatives of each party as follows:

Marsh ClearSight LLC	**City of Jacksonville, FL**
Name	**Name**
Signature	**Signature**
Title	**Title**

SUBJECT: RISK MANAGEMENT & CLAIMS ADMINISTRATION INFORMATION SYSTEM

BID # ESC-0358-15 **OPEN DATE: 1/14/15**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: From date of executed contract through October 1, 2015 with four (4) one (1) year renewal options

FOR: Risk Management

BASIS OF AWARD: Evaluated Criteria

NUMBER OF BIDS INVITED: 31 NUMBER RECEIVED: 8 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award with Marsh ClearSight, LLC fka CS Stars, LLC to add the implementation of the Claims Management Ultimate Edition and the Incident Management Standard Edition to the Risk Management & Claims Administration System for a five (5) month term in the amount of $32,583.00. The period of service for the implementation will expire September 30, 2016. Total revised not to exceed expenditure in the amount of $397,583.00.

Funding Source: AFRM581AD – 03109 - To be executed by formal contract amendment #1 through the Office of General Counsel (Contract #7661-05)

Attachments: Recommendation Memo, Vendor Quote and Previous Awards

BUYER ANNETTE BURNEY RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: TWANE DUCKWORTH, CHIEF, RISK MANAGEMENT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 4/7/16

OTHER: ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

ACTION OF AWARDING AUTHORITY DATE 4/07/16

APPROVED ✓ DISAPPROVED: ____

OTHER: ____

SIGNATURE OF AUTHENTICATION

SUBJECT: RISK MANAGEMENT & CLAIMS ADMINISTRATION INFORMATION SYSTEM

BID # ESC-0358-15 **OPEN DATE: 1/14/15**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: From date of executed contract through October 1, 2015 with four (4) one (1) year renewal options

FOR: Risk Management

BASIS OF AWARD: Evaluated Criteria

NUMBER OF BIDS INVITED: 31 NUMBER RECEIVED: 8 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Demonstrations were held on January 30, 2015 with the top ranked firms as approved on the award dated January 22, 2015.

Recommend approval of award to the highest ranked firm, CS Stars, LLC as a result of scoring based on demonstration evaluation criteria. As a result of the awarded contractor being the incumbent, there will be no transition phase cost to the City for the implementation (Item # 1) as the current contract does not expire until 9/30/2015. The base project cost will be in the amount not-to-exceed $365,000.00 (Item # 2) for the new contract that will commence October 1, 2015, to be executed by formal contract thru the Office of General Council.

Attachments: Recommendation Memo, Attachment B1 Evaluation Matrix and Scoring Sheet and Previous Award

BUYER _____ RESPECTFULLY SUBMITTED _____

for ANNETTE BURNEY

for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: TWANE DUCKWORTH, CHIEF, RISK MANAGEMENT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 02/05/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 2/4/15

APPROVED _____ DISAPPROVED: Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: RISK MANAGEMENT & CLAIMS ADMINISTRATION INFORMATION SYSTEM

BID # ESC-0358-15 **OPEN DATE: 1/14/15**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: From date of executed contract through October 1, 2015 with four (4) one (1) year renewal options

FOR: Risk Management

BASIS OF AWARD: Evaluated Criteria

NUMBER OF BIDS INVITED: 31 NUMBER RECEIVED: 8 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject JDi Data for failure to submit Form 1, Price Sheet, as required in the specifications.

Recommend approval to conduct demonstrations and interviews with the top 3 ranked firms in accordance with the specifications. The results will be documented and presented to the CSPEC Committee for approval.

1. PCIS
2. CSC
3. CS Stars, LLC

Attachments: Recommendation Memo, Tabulation, Rejection Letter, Scope of Work, Matrix and Scoring Sheet

BUYER ANNETTE BURNEY

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: TWANE DUCKWORTH, CHIEF, RISK MANAGEMENT

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 01/22/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 1/22/15

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01