

September 17, 2009

10-020

ACCEPT PROPOSAL AND AWARD FOR THIRD PARTY
ADMINISTRATOR WORKERS' COMPENSATION
PROGRAM

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Jerry Donnelly, Director, Human Resources

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: The College is in need of contracting for a third party administrator to perform administration services for workers' compensation claims for the Human Resource Management/Employee Benefits Department. The Third Party Administrator is required to investigate and evaluate claims, establish reserve levels, report claims' status regularly to the College, represent PCC at hearings, and work with the Human Resources Office in negotiating settlements.

On July 6, 2009, the RFP was advertised in the Daily Journal of Commerce, the State of Oregon, ORPIN Vendor System, and the PCC Procurement website. A total of seventeen (17) vendors registered and received copies of the RFP, of which one (1) vendor was a (out of state) WBE firm. On the deadline of August 5, 2009 at 1:00 P.M., the College received four (4) proposals. The proposals were evaluated by the committee members based on the following criteria: Firm's experience, program costs, quality of references, services offered, content of the claims reports and experience of account consultants. After reviewing the proposals, the committee selected the two (2) proposals with the highest score for an interview. Their interviews were scored based on a series of questions. Below are the two (2) proposers selected and their final evaluation scores. The award is to be made to the proposer receiving the highest total evaluation score.

Evaluation scores:

Proposers	Evaluation Score
Pinnacle Risk management Services	473
Public Risk Consultants	478

Note: Neither firm is an MWESB firm.

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Public Risk Consultants. The contract will be valid for three (3) years with an option to renew annually for another two (2) years, not to exceed a five (5) year term. The estimated annual contract amount is \$47,600 for a maximum five-year total of \$238,000 from 2009 - 2014. Expenditures for this project will come from the Risk Management fund.