
Meeting Date: April 23, 2014

Staff Contact: Karen Cunningham, Risk Program Manager

TITLE: C-14-10 - Recommendation of Award, P2014000052, Third Party Claims Administrator**ACTION: Recommend Approval****SUMMARY:**

The Albuquerque Bernalillo County Water Utility Authority (Water Authority) issued the subject Request for Proposals (RFP) to solicit responses from qualified vendors to provide Third Party Claims Administrator services. The RFP was posted on the SICOMM website and advertised in the local newspapers.

Three responses were received and submitted for evaluation. On April 8, 2014, the Ad Hoc Evaluation Committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP. Cannon Cochran Management Services, Inc. (CCMSI) presented a comprehensive package of services along with the most competitive price. CCMSI has the most robust electronic claim data system and can provide the 24 hour adjusting services we need.

The Ad Hoc Evaluation Committee included Charles Kolberg, ABCWUA General Counsel; Patty Jenkins, ABCWUA Executive Services Coordinator; Jack Burkhard, Independent Consultant; and Karen Cunningham, Risk Program Manager. Listed below are the scores of the three respondents.

<u>Offeror</u>	<u>Total Composite Score</u>
CCMSI	4136.0
Hospital Services Corporation	3420.0
Crawford & Company	2918.0

The committee recommended the award of a contract to **CCMSI**, as that company had the highest composite score, is qualified to perform the work, and meets the requirements of the RFP.

FISCAL IMPACT:

The funding is within the Risk Management Program approved in FY14 and contained in the FY/15 budget.

Memo

To: Mark S. Sanchez, Executive Director

From: Karen Cunningham, Risk Manager *KC*

Date: 4/9/2014

Re: Recommendation of Award, P2014000052, Third Party Claims Administrator

The Albuquerque Bernalillo County Water Utility Authority issued the referenced Request for Proposals (RFP) to solicit proposals from qualified vendors to provide Third Party Claims Administration services.

The RFP was posted on the Sicom website and advertised in the local newspapers. Three (3) responses were received and submitted for evaluation. The ad hoc evaluation committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP, and selected CCMSI.

Listed are all the respondents' composite scores with small and/or local preferences and the NM Resident Preference applied for the offeror with an asterisk. The largest total composite score possible without preferences applied is 4,000.

<u>Offeror</u>	<u>Total Composite Score</u>
CCMSI	4136.0*
Crawford and Company	2918.0
Hospital Services Corporation	3420.0*

The committee recommended the award of contract to CCMSI as that company had the highest composite score and is qualified to perform the work. I concur with the committee's recommendation.

Water Authority Board approval is required for this procurement. Negotiations with the vendor shall begin immediately upon your approval.

Approved:

Recommended:

[Signature] 4/11/14

Mark S. Sanchez Date
Executive Director

[Signature] 4/10/14

Charles Kolberg Date
General Council

Attachments:

Composite Score Sheet

Original:

Thomas Courtin, Senior Buyer

Copy:

Lorraine Nunez, Purchasing Officer

File:

P2014000052

Third Party Claims Administrator
P2014000052

EVALUATOR	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS		
			CCMSI	CRAWFORD & COMPANY	Hospital Services Corp
KC	The Offeror's general approach and plans to meet the requirements of the RFP.	Up to 100	90	80	75
CK			95	90	100
PJ			85	75	70
JB			95	75	75
	SUB TOTAL		365	320	320
KC	The Offeror's detailed plans to meet the objectives of each task, activity, etc	Up to 200	190	175	180
CK			175	125	150
PJ			180	170	160
JB			190	150	175
	SUB TOTAL		735	620	665
KC	Adequacy of proposed project management and resources to be utilized by the Offeror.	Up to 100	90	75	80
CK			100	75	75
PJ			75	70	50
JB			100	85	85
	SUB TOTAL		365	305	290
KC	Experience and qualifications of the Offeror and personnel to perform tasks described in Part 3, Scope of Services.	Up to 200	190	175	150
CK			200	100	125
PJ			170	100	100
JB			200	150	150
	SUB TOTAL		760	525	525
KC	The Offeror's past performance on projects of similar scope and size.	Up to 100	90	75	75
CK			100	75	100
PJ			85	40	40
JB			90	85	80
	SUB TOTAL		365	275	295
KC	The Offeror's claim system including but not limited to ease of use, ability to meet Water Authority needs, location codes, other identifiers, Water Authority online access to adjuster's notes and nurse case manager notes, reports – standard and custom.	Up to 200	190	175	175
CK			200	175	200
PJ			180	165	160
JB			200	150	160
	SUB TOTAL		770	665	695
	SUB TOTAL TECHNICAL SCORE		3360	2710	2790
KC	Cost Proposal	Up to 100	100	52	80
CK			100	52	80
PJ			100	52	80
JB			100	52	80
	COST PROPOSAL TOTAL		400	208	320
	SUB TOTAL COMPOSITE SCORE	Up to 4000	3760	2918	3110
	5% LOCAL BUSINESS PREFERENCE		188.0	0.0	155.5
	5% NM RESIDENT PREFERENCE		0.0	0.0	0.0
	5% SMALL BUSINESS PREFERENCE		188.0	0.0	155.5
	TOTAL COMPOSITE SCORE		4136.0	2918.0	3421.0