



CITY OF ALLENTOWN

No. 30678

**RESOLUTION**

**R126 - 2023**

*Introduced by the Administration on August 2, 2023*

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**Authorization for Contract with RCM&D Self Insured Services Company, Inc. (d/b/a Sisco, Inc.) for a total of \$170,000.00 to act as a Third-Party Workers Compensation and Automobile Claims Administration (TPA) Services. This Contract term shall commence upon full execution and shall cease two (2) years thereafter. Upon written agreement, this contract may be extended for up to one (1) additional one (1) year term beyond the contract expiration period.**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: RCM&D Self Insured Services Company, Inc. (d/b/a Sisco, Inc.)
2. Project or Contract Reference: RFP 2023-24 Third-Party Claims Administration Services
3. Description of Service(s): to provide Third Party Workers Compensation and Automobile Claims Administration (TPA) Services to the City of Allentown.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 2<sup>nd</sup> day of August, 2023, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30678 was adopted by the City Council of Allentown on the 2<sup>nd</sup> day of August, 2023, and is on file in the City Clerk's Office.***

  
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 City Clerk

**SUBJECT:** Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP 2023-24 Third-Party Claims Administration Services

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Bina Patel, Department Head

**DATE:** July 21, 2023

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

X            The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

**Inservco Insurance Services, Inc.:** 2 North Second Street, Harrisburg, PA 17101

**PMA Management, Corp.:** 380 Sentry Parkway, Blue Bell, PA 19422

- List the name and address of the **recommended** Contractor/Vendor, include the following:

RCM&D Self Insured Services Company, Inc. (d/b/a Sisco, Inc.): 555 Fairmount Avenue, Baltimore, MD 21286

Contract Consideration: \$35,000.00 a year for years one and two for Workers' Compensation  
\$50,000.00 a year for years one and two for Auto Liability – Totaling \$170,000.00 for year one and two.

Funding Source:            081-02-8001-0001-46 (Auto)  
                                      081-02-8001-0002-46 (Worker's Compensation)

- Description of project or scope of services to be provided:

On May 3, 2023, the City advertised a solicitation for a Third-Party Workers Compensation and Automobile Claims Administration (TPA) Services. On May 31, 2023, the public opening was held for which the City received three (3) proposals, which were distributed to all committee members

via Teams for evaluation. The technical evaluation was held on June 7, 2023, all committee members were present via Teams and in person. The Proposals were scored based on the RFP requirements, IBE Preference (10 Points), Ability to Meet RFP Requirements (35 Points), and Prior Experience (30 Points). Cost proposals were opened on June 7, 2023. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on June 12, 2023. All scoring members were present via Teams and in person. The committee members discussed the Cost proposal (35 points). The Committee made the recommendation to proceed with oral interviews and interviewed the two (2) firms with the highest score. The oral interview meetings occurred on June 21, 2023. PMA Group presents at 9:00AM and RCM&D Self Insured

Services Company, Inc. (d/b/a Sisco, Inc.) presented at 1:00PM. All scoring members were present via Teams and in person. An evaluation committee completed both technical and cost evaluations on the proposals and an oral interview. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to RCM&D Self Insured Services Company, Inc. (d/b/a Sisco, Inc.).

- Contract Term:

The Contract term shall commence upon full execution and shall cease two (2) years thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement, this contract may be extended for up to one (1) additional one (1) year term beyond the contract expiration period.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

Workers' Compensation \$36,400.00 - Auto Liability \$52,000.00 – Totaling \$88,400.00.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

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By: Bina Patel, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution