



CITY OF ALLENTOWN

No. 143

RESOLUTION

R - 2020

Introduced by the Administration on December 2, 2020

Authorization for a two year contract with PMA Management Corp for \$161,000 to act as a Third-Party Administrator for Workers' Compensation and Automobile Liability claims, competitively bid, one proposal, two year contract with one year option.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code 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: PMA Management Corp
2. Project or Contract Reference: C09-000068 / RFP 2020-19-Third Party Claims Administration Services
3. Description of Service(s): The City seeks to obtain a Third-Party Administrator (TPA) to provide Workers' Compensation and Automobile Liability Claims Administration for the City's Self-Insured General Liability Program. The TPA will assist the City's Risk Management Department in administering and maintaining comprehensive and cost-effective Workers' Compensation and Automobile program services.

NOW, THEREFORE, BE IT RESOLVE, on this the 2nd day of December 2020, 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.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

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

Project or Contract Reference: C09-000068 /RFP 2020-19-Third Party Claims Administration Services

TO: City Council, City Clerk, and Council Solicitor

FROM: Meloney Sallie-Dosunmu, Department Head

DATE: November 16, 2020

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 **not** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

n/a

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

PMA Management Corp, 380 Sentry Parkway, Blue Bell, PA 19422

Contract Consideration: \$45,000 per contract year for auto; \$35,500 per contract year for worker's compensation. A total contractual sum of \$161,000.00.

Funding Source: 081-02-8001-0001-46-auto/081-02-8001-0002-46 wc

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

The City seeks to obtain a Third-Party Administrator (TPA) to provide Workers' Compensation and Automobile Liability Claims Administration for the City's Self-Insured General Liability Program. The TPA will assist the City's Risk Management Department in administering and maintaining comprehensive and cost-effective Workers' Compensation and Automobile program services.

Purchasing advertised the RFP and held a public opening on October 20, 2020, of which the City received only one (1) proposal. The technical evaluation was held on October 26, 2020. After the committee discussed the proposal, they submitted questions to PMA for clarification. After the initial discussion, the committee members scored accordingly based on ability to meet RFP Requirements and Prior Experience/Team Member Qualifications.

The Cost proposal was opened on October 26, 2020, and distributed to all committee members. The cost evaluation committee meeting was held on October 29, 2020. The Cost proposal was detailed and indicated costs of a la carte services per bulk services, respectively. A la carte services were found to go commonly unused by the City such as additional fees for ten (10) claimants per incident.

The Committee made the recommendation to not proceed with Oral interviews/Presentations and decided to recommend award to the sole proposer, PMA Management Corp.

- 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 mutual written agreement the contract term can be extended for one (1) additional one (1) year term.

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

Year three is an optional extension year and will remain flat.

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.

By: Meloney Sallie-Dosunmu, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution