



## Legislation Text

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**File #:** 20-1663, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** September 23, 2020

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a three-year service price agreement, with two one-year renewal options for professional independent medical review services for the City Attorney's Office - Trinity Review Services, Inc., most qualified respondent of three - Estimated amount of \$105,000 - Financing: Liability Reserve Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for professional independent medical review services to assist in evaluating medical and health-related claims. Litigators in the City Attorney's Office who manage injury claims against the City require independent medical examination, peer review, and bill review services for these claims. These include a wide range of claims against the City including:

- Bodily injury
- Workers compensation
- Disability
- Federal insurance programs

This agreement will allow for the review of documents for the City Attorney's Office in matters pertaining to the evaluation of medical and health-related claims for accuracy and legitimacy. This agreement will also provide expert reports and affidavits, as needed, for trial, pre-trial, and mediation proceedings. At times, the service provider will be required to give deposition testimony or in-court testimony regarding their opinions expressed in their expert reports and affidavits. The review services will also be available to claims adjusters in the Office of Risk Management for review of complicated claims, upon approval of the City Attorney's Office.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- City Attorney's Office (2)
- Office of Risk Management (2)
- Office of Business Diversity (1)\*

\*The Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Experience and Qualifications 50 points
- Firm's availability to City Staff 20 points
- Approach to Project 15 points
- Business Inclusion and Development 15 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.71; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 11, 2016, City Council authorized a three-year professional services contract, with two one-year renewal options, for independent medical review services with ExamWorks, Inc. by Resolution No. 16-0714.

**FISCAL INFORMATION**

Fund	FY 2021	FY 2022	Future Years
Liability Reserve Fund	\$35,000.00	\$35,000.00	\$35,000.00

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$105,000.00	Professional Services	36.30%	100.00%	\$105,000.00
<ul style="list-style-type: none"> <li>• This contract exceeds the M/WBE goal.</li> <li>• Trinity Review Services, Inc. - Local; Workforce - 66.67% Local</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Qualifications / Request for Proposal	<ul style="list-style-type: none"> <li>• Utilized for procurements involving professional services</li> <li>• A 2-step process in which proposers are first evaluated by a team considering the relative evaluation factors stated in the specifications</li> <li>• Respondents determined to be most qualified are invited to submit a proposal for cost consideration</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BQZ20-00012542. We opened them on March 6, 2020. We recommend the City Council award this service price agreement in its entirety to the most qualified respondent.

\*Denotes successful respondent

<b><u>Respondents</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Trinity Review Services, Inc.	610 Uptown Village Blvd. Suite 2000 Cedar Hill, TX 75104	80.75
Examworks, LLC	3280 Peachtree Rd. Suite 2625 Atlanta, GA 30305	66.75
Reconcile Care Management Services	2541 Clearlake Dr. Grand Prairie, TX 75054	42.75

**OWNER**

**Trinity Review Services, Inc.**

Johnny L. Rogers, Chief Executive Officer