



Procurement Form (FOR)

Effective Date:
5/1/2019

Document #:
FSA_PRO_FOR_0040

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Document Title:
Procurement Board Report-RFB

Document Owner/Department:
Procurement Team

Date: November 18, 2021
To: Suzanne R. Coffey, P.E. Interim Chief Executive Officer
From: Daniel Edwards, Procurement Manager
Re: Procurement Report

General Information

Contract Number:	2101048	Project Owner:	Mike Tilley
Contract Title:	Third Party Claims Administration		
Vendor:	PMA Management Corporation		
Budget:	Operations and Maintenance		

Procurement Method

Competitively bid – Request for Bid (RFB) Lowest responsive and responsible vendor			
Advertised:	8/5/2021	Addendums released:	1
Buyer:	Eric Zuckero	Downloaded by:	34
Response due date:	10/4/2021	Responses received:	2

The information listed below is based upon unit cost.

Cost Summary – PMA Management Corporation

Description	UOM	Unit Cost
Administrative Fee (includes WC, GL, and Auto)*	Per Year	\$9,000.00
Workers' Compensation Claims		
New Claim Intake Fee	Per Claim	Included
Medical Only Claims	Per Claim	\$140.00
Lost Time / Indemnity	Per Claim	\$795.00
Report Only	Per Claim	\$40.00
Medical Bill Review	Per Bill	\$8.00
PPO Savings Charge	% of Savings	25%
Out-of-Network Charge	% of Savings	0%
Nurse Case Management (Field & Telephonic)	Per Hour	\$98.00
MMSEA reporting^	Per Claim	\$8.00
General Liability and Automobile Liability Claims		
New Claim Intake Fees	Per Claim	Included
Auto Bodily Injury	Per Claim	\$550.00
Auto Property Damage	Per Claim	\$550.00
Auto Physical Damage	Per Claim	\$550.00



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Auto Medical Damage	Per Claim	\$550.00
Commercial General Liability Bodily Injury	Per Claim	\$550.00
Commercial General Liability Property Damage	Per Claim	\$550.00
Completed Operations & Products Liability	Per Claim	\$550.00
Report Only	Per Claim	\$40.00
<i>Annual Escalation+</i>		<i>1.5%</i>

**This fee includes Admin and RMIS Cinch for both WC and Liability claims.*

^This is a Per Claim Rate, not an annual rate.

+This pricing is for a 5-year contract. Each year is subject to a 1.5% increase

Benchmarking was completed by comparing the bids for this project. This analysis confirmed that rates are in competitive range. The rate comparisons and allowances (if any) are illustrated in the attached bid tabulation.

Business Inclusion and Diversity (B.I.D.)

- B.I.D. program required B.I.D. program not required
- The recommended vendor for award submitted a B.I.D. plan per the requirements under this solicitation.
- The recommended vendor for award did not submit a B.I.D. plan per the requirements under this solicitation.
- The vendor received points for the following scored criteria:
- Business presence in State of Michigan
- Business presence in GLWA service territory area (list the territory)
- Business presence in economically disadvantaged GLWA service territory area (list the territory)

Other Data Requested by GLWA Board Members

Minority Business Enterprise (MBE): No
 Detroit Based Business (DBB): No
 Small Business Enterprise (SBE): No

Sub-Contractor(s) List: N/A

Vendor Response Survey: Yes



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Litigation

This vendor is not currently nor has been previously involved in any litigation with the GLWA.

Financials

A financial risk assessment was performed by the GLWA via Dun & Bradstreet and was determined that the selected vendor has the financial capacity to perform the tasks under this contract. This information is available for the Board of Directors to review upon request.

Previous Contract

Previous contract holder: Broadspire Services, Inc.

The previous contract, GLWA-CS-006, Third Party Claims Administrator (TPA), was for the period of 1/1/2016 through 12/31/2021, for \$1,525,000.00.

Description	UOM	2017-2018	2019-2021
Workers' Compensation Claims			
Administration Fee (including RMIS charges for 3 seats)	Per Year	\$7,000.00	\$7,000.00
Stewardship Meetings	Per Meeting	Included	Included
File Reviews	Per Meeting	Included	Included
New Claim Intake Fee	Per Claim	\$20.00	\$22.00
Medical Only Claims	Per Claim	\$140.00	\$148.00
Lost Time/Indemnity	Per Claim	\$978.00	\$1,1213.00
Report Only	Per Claim	\$30.00	\$32.00
Medical Bill Review	Per Bill	\$8.50	\$8.75
PPO Savings Charge	% of Savings	28%	28%
Out-of Network Charge	% of Savings	28%	28%
Nurse Case Management (Field Case)	Per Hour	\$98.00	\$110.00
Nurse Case Management (Telephonic)	Per Hour	\$98.00	\$110.00
MMSEA Reporting	Per Claim	Included	Included
General Liability and Automobile Liability Claims			
Administrative Fee (including RMIS charges for 3 seats)	Per Year	\$2,018.00	\$2,018.00
Stewardship Meetings	Per Meeting	Included	Included
File Reviews	Per Meeting	Included	Included
New Claim Intake Fee	Per Claim	\$20.00	\$22.00
Auto Body Injury	Per Claim	\$662.00	\$772.00



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Auto Physical Damage	Per Claim	\$207.00	\$242.00
Auto Medical Payments	Per Claim	\$225.00	\$263.00
Commercial General Liability Bodily Injury	Per Claim	\$662.00	\$772.00
Commercial General Liability Property Damage	Per claim	\$338.00	\$394.00
Completed Operations & Products Liability	Per Claim	\$1,080.00	\$1,260.00
Reports Only	Per Claim	\$30.00	\$32.00