

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources
AGENDA DATE: **March 30, 2021**
CONTACT PERSON NAME/PHONE: Lettie Jimenez, Risk Management Analyst, (915) 212- 1278
Bruce D. Collins, Director, Purchasing & Strategic Sourcing, 915-212-1181
DISTRICT(S) AFFECTED: All
STRATEGIC GOAL NO. 6: **Set the Standard for Sound Governance and Fiscal Management**

The linkage to the Strategic Plan is subsection 6.3 - Implement programs to reduce organizational risk. This contract will continue to provide mandatory workers' compensation benefits to City employees.

SUBJECT:

Discussion and action on the award of Solicitation No. 2020-768R Workers' Compensation – 3rd Party Administrator to CAS - Claims Administrative Services, Inc., for an initial term of five (5) years for an estimated award of \$4,985,705.00. The award is to include a two (2), one (1) year optional terms for a total estimated award of \$7,054,242.00 for a total of seven (7) years.

BACKGROUND/ DISCUSSION:

The Human Resources Department has reviewed Solicitation No. 2020-768R Workers' Compensation – 3rd Party Administrator and recommends the contract be awarded to CAS – Claims Administrative Services, Inc., the highest ranked proposer based on evaluation factors established for this procurement.

SELECTION SUMMARY:

Solicitation was advertised on 8/11/2020 and 8/18/2020. The solicitation was posted on City website on 8/11/2020. The email (Purmail) notification was sent out on 8/13/2020. Solicitation had forty-eight (48) views. Six (6) proposals were received, none being a local vendor.

PROTEST

No protest received for this requirement.

Protest received.

CONTRACT VARIANCE:

The contract variance reflects an annual increase of \$431,206.00 as a result of additional services included in this contract for Pre-Authorization, Cost Containment Fee, Nurse Case Management, and Peer Reviews.

PRIOR COUNCIL ACTION:

None

AMOUNT AND SOURCE OF FUNDING:

Amount: \$4,985,705.00

Funding Source: 522000-209-3500-14070-P1417

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

COUNCIL PROJECT FORM

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **March 30, 2021**.

STRATEGIC GOAL NO. 6: Set the Standard for Sound Governance and Fiscal Management

The linkage to the Strategic Plan is subsection 6.3 - Implement programs to reduce organizational risk. This contract will continue to provide mandatory workers' compensation benefits to City employees.

Award Summary:

Discussion and action on the award of Solicitation No. 2020-768R Workers' Compensation – 3rd Party Administrator to CAS - Claims Administrative Services, Inc., for an initial term of five (5) years for an estimated award of \$4,985,705.00. The award is to include a two (2), one (1) year optional terms for a total estimated award of \$7,054,242.00 for a total of seven (7) years.

Contract Variance:

The contract variance reflects an annual increase of \$431,206.00 as a result of additional services included in this contract for Pre-Authorization, Cost Containment Fee, Nurse Case Management, and Peer Reviews.

Department:	Human Resources
Award to:	CAS - Claims Administrative Services, Inc. Tyler, TX
Item(s):	ALL
Initial Term:	5 years
Option to Extend:	Two (2), one (1) year options
Annual Estimated Award:	\$997,141.00
Initial Term Estimated Award:	\$4,985,705.00 (5 Years)
Option 1:	\$1,023,346.00 (Year 6)
Option 2:	\$1,045,191.00 (Year 7)
Total Estimated Award:	\$7,054,242.00 (7 Years)
Account No.:	522000-209-3500-14070-P1417
Funding Source:	Self Insurance
District(s):	All

This is a Request for Proposal, service contract.

The Purchasing & Strategic Sourcing and Human Resources Departments recommend award as indicated to CAS - Claims Administrative Services, Inc., the highest ranked proposer based on evaluation factors established for this procurement. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

*******ADDITIONAL INFO BELOW*******

CITY OF EL PASO RFP SCORESHEET

PROJECT: 2020-768R - Workers' Compensation - 3rd Party Administrator

Evaluation of Submittal

	MAX POINTS	CAS - Claims Administrative Services Inc.	TRISTAR Risk Management	Athens Administrators	Cannon Cochran Management Services, Inc.
Factor A - Offeror's Fee Proposal	35	\$4,985,705.00	\$3,554,425.00	\$5,687,745.00	\$6,500,150.00
Proposed Cost		24.95	35.00	21.87	19.14
Factor B - Response and Presentation	10	10.00	9.00	7.00	8.00
Factor C - Service Capability, Responsiveness to RFP	35	34.33	31.00	24.67	28.34
Factor D - Response of References	10	10.00	8.67	10.00	8.98
Factor E - Financial Stability	10	10.00	0.00	10.00	0.00
TOTAL SCORE	100	89.28	83.67	73.54	64.46
		1	2	3	4



CITY OF EL PASO REQUEST FOR PROPOSALS TABULATION



Bid Opening Date: September 23, 2020
Project Name: Workers' Compensation 3rd Party Administrator

Solicitation #: 2020-768R
Department: Human Resources

BIDDER'S NAME:	LOCATION:	AMENDMENT(S) ACKNOWLEDGED:
Athens Administrators Services Inc. DBA Athens Administrators	Concord, CA	Yes
Cannon Cochran Management Services, Inc.	Danville, IL	Yes
CAS - Claims Administrative Services, Inc.	Tyler, TX	Yes
TRISTAR Risk Management	Long Beach, CA	Yes

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY: _____ /s/_____
DATE: 9/30/2020

2020-768R - Workers' Compensation - 3rd Party Administrator

2021-0043R 457(b) Deferred Compensation Plan Administrator and 401(a) Profit Sharing Plan Administrator

PEBSCO
6130 Montana # 212
El Paso, TX 79925

Fidelity Investments
P.O. Box 5421
Cincinnati, OH 45250

ING AETNA Financial Services
151 Farmington Avenue
Hartford, CT 06156

Limited Principal ING
15455 Dallas Parkway
Suite 1250
Addison, TX 75001

Presi Ortega, Jr.
7619 Lockheed
Suite A
El Paso, TX 79925

Fidelity Investments
Attn: Suzanne Howard
397 Williams Street MC2E
Marlboro, MA 01752

International Bank
1801 S 2nd Street
6th Floor
McAllen, TX 78503

HUB International
201 E Main Drive
Suite 800
El Paso, TX 79901

Security Benefit
Attn: Jay Jasnoski
One Security Benefit Place
Topeka, KS 66636

Great West Life & Annuity Ins Co
18111 Von Karman Avenue
Irvine, CA 92612

Ronald D Miller, RHU
PO Box 13325
El Paso, TX 79913

ICMA Retirement Co
Attn: Troy Kearse
777 North Capital Street NE
Washington, DC 20002

VALIC
6301 Indian School Road
Suite 670
Attn: Nila McNally
Albuquerque, NM 87110

ICMA Retirement Co
12238 E Arabian Park Dr
Scottsdale, AZ 85259

ING
Attn: Dax Rizo
15455 Dallas Parkway,
Suite 1250
Dallas, TX 75001

ICMA Retirement Co
Attn: Jerry Higgins
7711 South Greenwood Ct
Littleton, CO 80120

JP Morgan Retirement Plan
Services
8300 Ward Parkway
Kansas City, MO 64114-3317

Charles Swab
4150 Kinross Lakes Parkway
Richfield, OH 44286

T. Rowe Price Group
PO Box 89000
Baltimore, MD 21289

Wells Fargo
100 Heritage Reserve
Menomonee Falls, WI 53051

Principal Financial Group
2603 Augusta Suite 1350
Houston, TX 77057

Prudential Retirement Insurance Co
Attn: Julie Klassen
3333 Michelson,
Suite 820A
Irvine, CA 92612

Mullen Pension Benefits Group
12758 Cimarron Path
San Antonio, TX 78249

Prudential Retirement
9837 Archer Lane
Dublin, OH 43017

Ameritas Life Insurance Corp
5900 O Street
Lincoln, NE 68510

Hartford Life Insurance Company
200 Hopmeadow Street
Simsbury, CT 06089-9793

Nationwide Retirement Solutions
Attn: Matt Riebol
5900 Parkdwood Place
Dublin, OH 43016



Workers' Compensation RFP# 2020-768R

March 30, 2021



Strategic Goal 6 –

Set the Standard for Sound Governance and Fiscal Management

6.2 Implement Employee Benefits and Services that Promote Financial Security

WORKERS' COMPENSATION RFP



Request for Proposals 2020-768R - Workers' Compensation Third Party Administrator was released seeking proposals for the management and operation of the Self-Insured Workers' Compensation Insurance Carrier.

There were four (4) proposals received. A three-member committee consisting of representatives from El Paso Fire Department, Risk Management, and El Paso Water Utilities evaluated the proposals.

We are recommending award to **CAS (CLAIMS ADMINISTRATIVE SERVICES, INC.)**

- Initial 5 Year Term \$4,985,705.00
- 1st 1 Year Extension \$1,023,346.00
- 2nd 1 Year Extension \$1,045,191.00
- **7 year Total \$7,054,242.00**



The contract variance reflects an annual increase of \$431,206.00 as a result of additional services included in this contract for Pre-Authorization, Cost Containment Fee, Nurse Case Management, and Peer Reviews.

Cost Variance

- Key Cost Drivers
 - 10% increase in number of City and PSB employees since 2013
 - 22% Increase in Indemnity Claims
 - Additional services included
 - Pre-Authorization,
 - Cost Containment Fee,
 - Nurse Case Management,
 - Peer Reviews
 - Replaces Contract Awarded 2013
- Award also has 2% decrease from 2020 Workers' Comp Rates
- Total annual increase \$431,206.00

TPA Office Operation and Staff

- Local office
- 24 hour claims service is available 7 days a week
- One Supervisor for City and EPWU claims
- Five dedicated Loss time Claims adjusters and one Medical only adjuster
- All adjusters are bilingual in English and Spanish

Scope of Services

- Receive and process work-related claims and evaluate for compensability
- Initiate benefit payments
- Represent the City at all Administrative Hearings and Medical Dispute proceedings
- Coordinate with the City Attorney's Office on subrogation claims
- File all legally required Division of Workers' Compensation (DWC) Forms timely

Recommended Action:

The Purchasing & Strategic Sourcing and Human Resources Departments recommend award as indicated to CAS - Claims Administrative Services, Inc., the highest ranked proposer based on evaluation factors established for this procurement. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.



Mission

Deliver exceptional services to support a high quality of life and place for our community



Vision

Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government



Values

Integrity, Respect, Excellence, Accountability, People