



City of Greensboro

Melvin Municipal
Office Building
300 W. Washington Street
Greensboro, NC 27401

Agenda Report

File Number: 2022-660

Agenda Item# G.10.

Agenda Date: 6/21/2022. **Department:** Human Resources

Meeting Type: Council Meeting **Category:** Consent Agenda

Title: 2022-660 Resolution approving a Contract in the amount of \$287,247.00 with PMA Management Corp for Workers Compensation Third Party Administrator

Council Priority: Place an 'x' in the box.

- ☐ Create an Environment to Promote Economic Development Opportunities and Job Creation
- ☐ Maintain Infrastructure and Provide Sustainable Growth Opportunities
- ☐ Promote Public Safety & Reduce Crime
- ☐ Exceptional Customer Service and a Diverse City Government Workforce
- ☒ Ensure Fiscal Stewardship, Transparency, & Accountability

Council District: All

Public Hearing: No

Advertising Date/By: N/A

Contact 1 and Phone: Jamiah Waterman, Ext 373-4269

Contact 2 and Phone: Matt Schweitzer, Ext 373-2167

PURPOSE:

The Human Resources Department is requesting funding for a three-year contract for Workers Compensation Third Party Administrator.

BACKGROUND:

The Human Resources Department utilizes a Third Party Administrator to administer the City's Workers Compensation Program that is managed by the Human Resources Department.

Procurement Services issued a Request for Proposal (RFP) to establish a contract for Workers Compensation Third Party Administrator. On May 3, 2022, an RFP was solicited under Event Number 10656 using the Greensboro e-Procurement System (GePS). The GePS solicitation was sent to 597 vendors. The M/WBE office advised that there were eight potential M/WBE firms for this service which were solicited directly via email. The City received four responsive bids for this service.

A selection committee reviewed the submitted responsive bids. The committee evaluated the bids on responsiveness to the specification criteria, price, experience and qualifications,

references, plan and strategy of deliverables of the service. PMA Management Corp was selected as the best value for the Workers Compensation Third Party Administrator.

BUDGET IMPACT:

Funding for this contract is budgeted for the Human Resources Department in an estimated annual amount of \$95,749.00 with an estimated total contract award amount of \$287,247.00.

ACCOUNT NUMBER:

684-1004-01.5419

RECOMMENDATION / ACTION REQUESTED:

It is recommended that City Council approve the attached Resolution to enter into an agreement with PMA Management Corp and the City of Greensboro.