



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: September 4, 2024

TO: Larry Davis, Assistant City Manager

FROM: Robin Spencer, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 12254 for General Liability Fund Third Party Administrator (TPA) services for the Financial and Administrative Services Department

Background:

The Procurement Services Division conducted a solicitation for General Liability Fund TPA services for the Financial and Administrative Services Department through the Greensboro e-Procurement System (GePS) under event number 11524. Three responsive bids were received. All responsive bids were reviewed and scored by a committee of five that consisted of Financial and Administrative, Budget and Evaluation, and M/WBE employees. Of the three bids received, none were from a registered M/WBE firm with the State of North Carolina. Accelerated Adjusting, LLC was determined to be the vendor best qualified to provide these services for the Financial and Administration Department. Accelerated Adjusting, LLC is not a registered M/WBE firm with the State of North Carolina.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Financial and Administration Department to award contract 12254 to Accelerated Adjusting, LLC. It is estimated that the TPA services contract will be \$216,000 annually. The estimated total contract value for this three-year contract is \$648,000.

Outreach:

- Solicitation notifications were sent out in GePS to 840 potential bidders.
- A direct solicitation notification was sent to three potential M/WBE bidders.
- Accelerated Adjusting, LLC is not a registered M/WBE vendor with the State of North Carolina.

Financial information:

- Contract Number: 12254
- Account Numbers: Encumbrances will be applied to various departmental accounts on an “as needed” basis
- Contract Effective Dates: January 1, 2025-December 31, 2027
- FY25
- Annual Estimated Cost: \$216,000.00
- Total Estimated Award: \$648,000.00