



City of Lake Worth

Evaluation Matrix

FINANCE OFFICE

7 North Dixie Highway

Lake Worth, FL 33460

RFP 16-208

Workers' Compensation / Property / Casualty Third

Party Claims Administration Service

Evaluation Meeting: Wednesday, August 24, 2016 at 10:00AM

TOTAL AVERAGE WEIGHTED SCORE

RANKED:

2

1

Evaluation Criteria Score Sheet:		Weight	PMA Management Corp	York Risk Service Group, Inc.
		Email Address	mark_davis@pmaingroup.com	shaunelle.epp@yorkkrsg.com
1	Rate Schedule	25	16	23
2	Evidence of professional experience and skill	35	27	33
3	Evidence of ability to deliver in specific timeline	25	16	22
4	Client references	10	10	10
5	Proper license and other related certifications or professional awards	5	5	5
TOTAL AVERAGE POSSIBLE POINTS		100	74	93
Total Points Received:			368	374

City of Lake Worth

Evaluation Matrix

RFP 16-208

Workers' Compensation / Property / Casualty Third Party Claims
Administration Service

Evaluation Meeting: Wednesday, August 24, 2016 at 10:00AM

FINANCE OFFICE

7 North Dixie Highway
Lake Worth, FL 33460

EVALUATOR: Germaine English, HR Director

Evaluation Criteria Score Sheet:		RANKED:	
	Weight	1	1
		PMA Management Corp	York Risk Service Group, Inc.
1 Rate Schedule	25	15	22
2 Evidence of professional experience and skill	35	25	33
3 Evidence of ability to deliver in specific timeline	25	15	23
4 Client references	10	10 9	9
5 Proper license and other related certifications or professional awards	5	5	5
TOTAL POINTS RECEIVED		100	0 109 92

Germaine English
8/24/2016

City of Lake Worth

Evaluation Matrix

FINANCE OFFICE
7 North Dixie Highway
Lake Worth, FL 33460

RFP 16-208

Workers' Compensation / Property / Casualty Third Party Claims Administration Service

EVALUATOR: Marie Elianor, ^{Finance} ~~Finance~~ Director

Evaluation Meeting: Wednesday, August 24, 2016 at 10:00AM

Evaluation Criteria Score Sheet:	Weight	RANKED:	
		1	1
		PMA Management Corp	York Risk Service Group, Inc.
1 Rate Schedule	25	20	25
2 Evidence of professional experience and skill	35	30	35
3 Evidence of ability to deliver in specific timeline	25	23	23
4 Client references	10	10	10
5 Proper license and other related certifications or professional awards	5	5	5
TOTAL POINTS RECEIVED		88	98

Marie W. Elianor 8-24-16

City of Lake Worth

Evaluation Matrix

FINANCE OFFICE
 7 North Dixie Highway
 Lake Worth, FL 33460

RFP 16-208

Workers' Compensation / Property / Casualty Third Party Claims Administration Service
 Evaluation Meeting: Wednesday, August 24, 2016 at 10:00AM

EVALUATOR: Pamela Lopez, City Clerk

Evaluation Criteria Score Sheet:	Weight	RANKED:	
		1	1
		PMA Management Corp	York Risk Service Group, Inc.
1 Rate Schedule	25	10	25
2 Evidence of professional experience and skill	35	20	35
3 Evidence of ability to deliver in specific timeline	25	12	25
4 Client references	10	10	10
5 Proper license and other related certifications or professional awards	5	5	5
TOTAL POINTS RECEIVED		100	100

Pamela Lopez
 8/24/16

57

100

City of Lake Worth

Evaluation Matrix

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7 North Dixie Highway
Lake Worth, FL 33460

RFP 16-208

Workers' Compensation / Property / Casualty Third Party Claims
Administration Service

EVALUATOR: Pam Ryan

Evaluation Meeting: Wednesday, August 24, 2016 at 10:00AM

11:00am

RANKED:

Evaluation Criteria Score Sheet:		Weight	1	1
1	Rate Schedule	25	20	25
2	Evidence of professional experience and skill	35	30	30 30
3	Evidence of ability to deliver in specific timeline	25	15	20
4	Client references	10	10	10
5	Proper license and other related certifications or professional awards	5	5	5
TOTAL POINTS RECEIVED		100	80	90 90

Pamela H. Ryan
8/24/16

City of Lake Worth

Evaluation Matrix

FINANCE OFFICE

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Lake Worth, FL 33460

RFP 16-208

Workers' Compensation / Property / Casualty Third Party Claims
Administration Service

EVALUATOR:

Ben Few III, Risk Manager,
Ben Few & Company, Inc

Evaluation Meeting: Wednesday, August 24, 2016 at 10:00AM

Evaluation Criteria Score Sheet:	Weight	RANKED:	
		1	1
		PMA Management Corp	York Risk Service Group, Inc.
1 Rate Schedule	25	15	20
2 Evidence of professional experience and skill	35	30	30
3 Evidence of ability to deliver in specific timeline	25	15	20
4 Client references	10	9	9
5 Proper license and other related certifications or professional awards	5	5	5
TOTAL POINTS RECEIVED	100	0 74	0 84

Ben Few
8/24/16

**City of Lake Worth
RFP Oath**

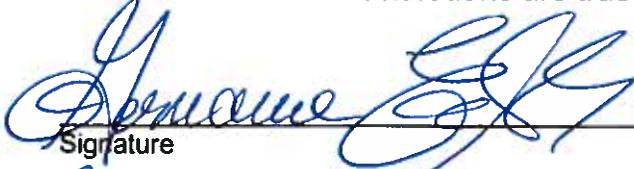


RFP **16-208**
Title: **WORKERS' COMPENSATION / PROPERTY / CASUALTY THIRD PARTY**
 CLAIMS ADMINISTRATION SERVICE
Meeting: **Wednesday, August 24, 2016 @ 11:00 AM**
 Commissioners Conference Room

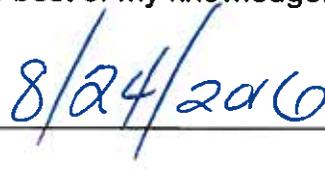
I understand that I am serving on an evaluation and selection committee for the above RFP and to the best of my ability will be fair and impartial in my evaluation and decision. By signing this Declaration I certify that:

1. I have read each proposal thoroughly and independently and have evaluated each on its own merits with no assistance from anyone. I will hold proposal information, evaluation discussions, and negotiations confidential and proprietary until released to the public. I will not discuss the content of proposals except as authorized by the Department of Management and Budget.
2. Neither I, nor my partner nor any members of my immediate family holds a position with a proposer such as an officer, director, trustee, partner, or the like, and is not employed in any capacity by any proposer. I have no business affiliation either by ownership or obligation to any of the proposing firms.
3. Neither I, nor my partner nor any member of my immediate family have a pecuniary interest arising from the procurement transaction.
4. I have not been lobbied either written or orally by any of the proposers or members of their team. For purposes of clarification, a team's representatives shall include, but not be limited to, the team's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the team. This includes letters, phone calls, e-mails or any conversation regarding this RFP. The "No Lobbying Condition" is in effect from the date of publication of the RFP and shall terminate once the contract is signed.
5. I have not and will not accept gifts from any proposer.

I confirm the above declarations are true and correct to the best of my knowledge.



Signature



Date



Print Name



Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.

**City of Lake Worth
RFP Oath**



RFP 16-208
Title: **WORKERS' COMPENSATION / PROPERTY / CASUALTY THIRD PARTY
CLAIMS ADMINISTRATION SERVICE**
Meeting: **Wednesday, August 24, 2016 @ 11:00 AM
Commissioners Conference Room**

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I confirm the above declarations are true and correct to the best of my knowledge.



Signature

8/24/16

Date



Print Name

RISK MGR

Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.

**City of Lake Worth
RFP Oath**



RFP **16-208**
Title: **WORKERS' COMPENSATION / PROPERTY / CASUALTY THIRD PARTY**
 CLAIMS ADMINISTRATION SERVICE
Meeting: **Wednesday, August 24, 2016 @ 11:00 AM**
 Commissioners Conference Room

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I confirm the above declarations are true and correct to the best of my knowledge.

Pamela S. Lopez
Signature

8/24/16
Date

Pamela S Lopez
Print Name

City Clerk
Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.

**City of Lake Worth
RFP Oath**



RFP: 16-208
Title: WORKERS' COMPENSATION / PROPERTY / CASUALTY THIRD PARTY CLAIMS ADMINISTRATION SERVICE
Meeting: Wednesday, August 24, 2016 @ 11:00 AM
Commissioners Conference Room

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I confirm the above declarations are true and correct to the best of my knowledge.

Mare W. Chanon
Signature
Mare W. Chanon
Print Name

8-24-16
Date
Director Finance
Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.

**City of Lake Worth
RFP Oath**



RFP 16-208
Title: **WORKERS' COMPENSATION / PROPERTY / CASUALTY THIRD PARTY
CLAIMS ADMINISTRATION SERVICE**
Meeting: **Wednesday, August 24, 2016 @ 11:00 AM
Commissioners Conference Room**

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Pamela H. Ryan
Signature

8/24/16
Date

Pamela H. Ryan
Print Name

Attorney Torcuia Danta
Title/Position

Please sign & date and bring with you to the Selection Committee meeting to turn in.

**Minutes - RFP 16-208 Workers' Compensation / Property / Casualty Third Party Claims
Administration Service**

Wednesday 24, 2016 at 11:15 AM

Commission Chamber

Evaluators:

Germaine English - HR Director

Marie Elianor - Finance Director

Pamela Lopez – City Clerk

Pam Ryan – City Attorney

Ben Few III - Risk Manager, Ben Few & Company, Inc.

Vendor(s):

None

Purchasing Agent:

Hirut Darge

Evaluation was discussed

Final Score 93 – Vendor, York Risk Service Group, Inc.

Meeting ended at 11:38 AM

