



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Chief Purchasing Agent
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: May 4, 2021

PROJECT: #20RFP0810B-EC, Family and Medical Leave (FMLA) Act Administration Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Office of External.

Four (4) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Sedgwick Claims Management Services, Inc.
2. UPMC Benefit Management Solutions, Inc., d/b/a Workpartners
3. Total Administrative Services Corporation
4. Benefit Administrative Services International Corporation

After review of the technical proposal the following firms were short-listed:

1. Sedgwick Claims Management Services, Inc.
2. UPMC Benefit Management Solutions, Inc., d/b/a Workpartners
3. Total Administrative Services Corporation

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Sedgwick Claims Management Services, Inc. is the recommended vendor for the award of #20RFP0810B-EC, Family and Medical Leave (FMLA) Act Administration Services with a final score of 74.31%.

Evaluation Committee Recommendation Letter

Date: May 4, 2021

#20RFP0810B-EC, Family and Medical Leave (FMLA) Act Administration Services

Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

DocuSigned by:

Kenneth L. Herman

EE2C3EB723DB496...

Kenneth Herman

Chief Human Resource Officer

DocuSigned by:

Stacey Jones

A1A4Z9BF154948F...

Stacey Jones

Deputy Personal Director

DocuSigned by:

Lanna Hill

AF7DD365515C41C...

Lanna Hill

Human Resources Policy Advisor

DocuSigned by:

Heather Henderson

8710883340b440e...

Heather Henderson

Interim Deputy Court Administrator,
Business Services and Infrastructure

Evaluation Committee Recommendation Letter

Date: May 4, 2021

#20RFP0810B-EC, Family and Medical Leave (FMLA) Act Administration Services

Page | 3

EVALUATION CRITERIA	WEIGHT	Sedgwick Claims Management Services, Inc.	UPMC Benefit Management Solutions, Inc., d/b/a Workpartners	Total Administrative Services Corporation
Project Approach	20.00%	17.50%	20.00%	10.00%
Relevant Project Experience	19.00%	17.81%	17.81%	11.88%
Qualification of Key Personnel	19.00%	13.06%	16.63%	10.69%
Availability of Personnel	15.00%	12.19%	9.38%	8.44%
Local Preference	5.00%	5.00%	0.00%	0.00%
Service Disabled Veterans Preference	2.00%	0.00%	0.00%	0.00%
Cost Proposal	20.00%	8.75%	3.86%	20.00%
TOTAL SCORE:	100%	74.31%	67.68%	61.01%