



INTEROFFICE MEMORANDUM

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

FROM: Evaluation Committee Recommendation Letter

DATE: February 3, 2025

PROJECT: 24RFP1325481B-PS - Family and Medical (FMLA) Act Administrative Services

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

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

1. ComPysch Corporation
2. JA&E Veterans Support Center
3. Sedgwick Claims Management Services, Inc.
4. Total Administrative Services Corporation

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

1. ComPsych Corporation
2. Sedgwick Claims Management Services, Inc.
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 24RFP1325481B-PS - Family and Medical (FMLA) Act Administrative Services with a final score of **84.67%**.

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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:

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Lanna Hill

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Lanna Hill, HR Policy Advisor

Policy Management, Department of Human Resources Management

Signed by:

Stacey Jones

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Stacey Jones, Deputy Chief Human Resources Officer

Fulton County Department of Human Resources Management

Signed by:

Kenneth Herman

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Kenneth Herman, Chief Human Resource Officer

Fulton County Department of Human Resources Management

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EVALUATION CRITERIA	WEIGHT	ComPsych	Sedgwick Claims Management Services, Inc	Total Administrative Services Corporation
Project Plan/Approach to Work	30%	25.00%	25.00%	22.50%
Qualification of Key Personnel	15%	12.50%	11.25%	10.00%
Relevant Project Experience/Past Performance	25%	22.92%	22.92%	22.92%
Availability of Key Personnel	15%	10.00%	12.50%	8.75%
Local Preference	5%	0.00%	5.00%	0.00%
Service-Disabled Veterans Preference	2%	0.00%	0.00%	0.00%
Cost Proposal	8%	8.00%	8.00%	8.00%
TOTAL SCORE:	100.00%	78.42%	84.67%	72.17%