MEMORANDUM

To: Ted Smith, Chair of TARC Board of Directors

From: Ozzy Gibson, Interim Executive Director

Date: April 24, 2024

Re: Resolution 2024-15 Amendment to Add Nurse Triage to the Professional Consulting Services for Third-Party Administration (TPA) for Worker's Compensation Program Services (RFP 20221783)

During September 2022, the Procurement Department released Request for Proposal (RFP) 20221783 seeking for qualified professional firm(s) that provide third-party administration for worker's compensation claims administration of TARC's self-insured worker's compensation program. The Board authorized and approved the Executive Director to execute the contract with Charles Taylor on December 2022; and the agreement was fully executed on January 1, 2023.

The 24/7 Nurse Triage program offers our employees a dedicated toll-free hotline to call and speak with a certified registered nurse who specializes in occupational injuries. The nurse will evaluate their injury, assess their immediate medical needs and direct them to the appropriate level of care. The employee will receive a 24-hour follow-up call to ensure they are receiving appropriate and timely medical care.

TARC is anticipating volume of estimated nurse triage calls between 6-12 per month which equates to a median average of 108 calls, or on the high average of 144 per year. The Procurement Department conducted a pricing analysis and discovered that the price offered by Charles Taylor was 10% higher than the market price. The Procurement Department requested and negotiated a lower price of $140.00 per call. The negotiated price of $140.00 per call and $20,160 for an anticipated annual spend is deemed fair and reasonable.

With the Nurse Triage Services added to the Charles Taylor TPA Worker's Compensation Program Services, the current approved contract value will increase as follows:

	YR1 TOTAL	YR2 TOTAL	YR3 TOTAL	YR4 TOTAL	YR5 TOTAL	5YR NTE
Current Contract Value	$55,620.00	$57,300.00	$59,040.00	$60,840.00	$62,700.00	$295,500.00
Additional Nurse Triage Services		$13,440.00	$20,160	$20,160	$20,160	$73,920.00
NEW NOT TO EXCEED AMOUNT						$369,420.00

Based on the above services and analysis, the staff is recommending to amend the current contract to add the Nurse Triage Services in the amount of $73,920.00 for the remaining contract years. The new not to exceed amount of the contract is $369,420.00. Please call me at 561-5100 if you have any questions. Thank you.

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RESOLUTION 2024-15
Professional Consulting Services for TPA for Worker's Compensation Program Services

A Resolution authorizing the Interim Executive Director to enter into an Initial Term of three (3) years with an option to extend with two (2) one-year terms:

WHEREAS, TARC seeks a consulting professional services to provide third-party administration of worker's compensation program and services; and,

WHEREAS, a competitive request for proposal was issued on September 20, 2022; and

WHEREAS, TARC received and evaluated three responsive proposals; and

WHEREAS, the proposal submitted by Charles Taylor TPA received the highest score;

WHEREAS, an additional Nurse Triage Services is added to the current contract; and

WHEREAS, a pricing analysis was conducted and deemed that the $73,920.00 amount for the additional services is fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Transit Authority of River City that:

The Interim Executive Director is hereby authorized to amend the contract with Charles Taylor TPA for an additional $73,920 and a total not-to-exceed amount of $369,420.00.

ADOPTED THIS 24th DAY OF APRIL 2024

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Ted Smith, Chair of the Board of Directors

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