



Legislation Text

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TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Brock, Assistant City Administrator / CFO
Kevin Townsel, Human Resources Director
Sara Sylvis, Risk/Benefits Manager
Brian Wilcox, Purchasing Manager

SUBJECT:

Consideration Of Procurement Award To Urgent Team Management Of Tennessee, LLC Of Nashville, Tennessee In The Total Annual Estimated Amount Of \$345,515 For Near-Site Clinic Healthcare Services For The Human Resources Department For A Term Of Award (Purchasing Office Procurement Solicitation No. 2020-016; COF Contract No. 2020-0055) (WS 3/10/20)

Purpose

The purpose of this procurement is to purchase near-site clinic healthcare services for the Human Resources Department for a term of award of one (1) year with four (4) options to extend, each time for up to one (1) additional year. The near-site clinic healthcare services would provide another option to City employees, covered dependents and prospective employees for certain medical services.

Background

The City published on January 9, 2020 a Notice to Proposers in the *Williamson Herald* for near-site clinic healthcare services. In addition, solicitation documents were sent on or about the same date directly to twelve (12) potential proposers known or thought to be interested in this solicitation. Proposals from five (5) service providers were publicly opened at the submittal opening held on February 11, 2020. A tabulation of the proposals received for this solicitation is attached.

Using evaluation criteria included in the request for proposals, the proposal evaluation team, consisting of the Human Resources Director, the Risk/Benefits Manager and two other staff of the Human Resources Department as well as the Assistant City Administrator for Finance and Administration, recommends the City select the proposal submitted by Urgent Team Management of Tennessee, LLC of Nashville, Tennessee. The evaluation criteria included in the request for proposals consisted of (a) competency, experience and qualifications (20%), (b) unique strengths of the proposer/proposal (20%), (c) thoroughness and quality of proposal (10%), (d) methodology and approach; pricing and payment clarity (10%), (e) schedule (10%), and (f) fee for proposed products and services (30%). The interview panel scored this firm's proposal top for 60% of the eligible points for the evaluation criteria included in the request for proposals (for all but evaluation

criteria “d” and “f,” for both of which evaluation criteria the recommended firm was scored second). The next closest firm’s proposal was scored top for only 30% of the eligible points. It is worth noting that the Urgent Team Management proposal was one of only two of the five proposals received by the City that complied with the requirement that the clinic be off-site (not on City premises) but within the Franklin corporate limits.

After completing its evaluation of the proposals, the proposal evaluation team invited itself to tour the Urgent Team Management clinic located at 509 Hillsboro Road in Franklin. The tour resulted in a favorable impression of the facility, which opened in December, 2019, and its operation. Reference checks by staff for Urgent Team Management has yielded favorable feedback.

Financial Impact

The proposal ranked highest by the proposal evaluation team, from Urgent Team Management of Tennessee, LLC of Nashville, Tennessee, is in the total annual estimated amount of \$345,515 for near-site clinic healthcare services. Staff advises that the contract expense for the partial fiscal year 2020 ending June 30, 2020 is likely to be accommodated within the existing appropriation for self-insured medical claims. If not, the expense will be included in the final budget amendment. For fiscal year 2021 beginning July 1, 2020, the Human Resources Department will request funding for this contract, along with providing estimates for self-insured medical claims, in the budget process.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals.

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2020-0055, the proposal ranked highest by the proposal evaluation team, from Urgent Team Management of Tennessee, LLC of Nashville, Tennessee, in the total annual estimated amount of \$345,515 for near-site clinic healthcare services, and award this procurement to this proposer. The City’s Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2020-0055 has been prepared for execution by the City Administrator pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the proposal from and award the procurement to Urgent Team Management of Tennessee, LLC.