City of Jacksonville, Florida

PROCUREMENT DIVISION

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **July 30, 2018**

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Twane Duckworth, Chief**
Finance and Administration Department/Risk Management Division

Bibinia Centeno, Manager, Finance & Administrative
Finance and Administration Department/Risk Management Division

Subject: **Certification Letter for P-42-18 Workers' Compensation and Casualty Claims Review Services**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study: See attached RFP

2. The Objective of the study or services: Is to provide for a consultant to review Risk Management Claims for professional standards.

3. The estimated period of time needed for the service or study: Ongoing: RFP is for consultant to begin in FY19 with four (4) one-year renewal options.

4. The estimated cost of the service or study: $35,000.00

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: This will not be a duplication of service.

6. List of current contracts or prior services or studies which are related to the proposed study or service. RFP P-36-13 has expired; this will be a new RFP.

7. A statement as to why the service/study cannot be done by department or agency staff: This has to be conducted by an outside party as the Consultant is reviewing internal process without the conflict of bias.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members: Twane Duckworth - 904-630-7208; Bibinia Centeno - 904-630-7901

9. A project funding account number: AFRM581AD - 3109

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated March, 2017

Twane Duckworth Chief of Risk Mgmt

TITLE - Chief of Risk Management

Financial & Admin. Manager

TITLE Finance & Administration Mgr.