FINANCE AND ADMINISTRATION DEPARTMENT

TO: Greg Pease, Chairman
Professional Services Evaluation Committee (PSEC)

FROM: Twane Duckworth, Chief of Risk Management
Pamela Conoly, Public Liability Claims Manager

DATE: September 26, 2016

RE: **P-50-16 Public Liability Surveillance and Special Investigations Unit (SIU) Subcommittee Report**

The subcommittee received seven (7) proposals for the **Workers' Compensation Surveillance and Special Investigations Unit** and found six (6) to be responsive, interested, qualified and available and one (1) to be non-responsive. The six (6) are able to provide the services required by the Request for Proposal (RFP). The proposals were evaluated using the selection criteria outlined in the Purchasing Code and augmented by the RFP (see attached matrix).

Based on the above, the following firms listed alphabetically were determined to be the most qualified of those submitting proposals. The ranking of first, second, and third designates the order of qualifications of these firms to perform the required services:

3. Advantage Surveillance
1. Command Investigations
2. G4S

Please advise us when this item is placed on your agenda so we may be present. After a full committee review we request these rankings be forwarded to the Mayor's office for final review and confirmation.

Attachment(s) Scoring Matrix (listing evaluations for all companies proposing)

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Evaluation Matrix

EVALUATION SCALE

1 ———————————— 35

QUALIFIED EXTREMELY QUALIFIED

PROJECT NO. **P-50-16**

PROJECT TITLE: **PL Surv & SIU Services**

FIRM	COMPETENCE	CURRENT WORKLOAD	FINANCIAL RESPONSIBILITY	ABILITY TO OBSERVE COMPLIANCE WITH PLANS	PROFESSIONAL ACCOMPLISHMENTS RECORD	PROXIMITY TO PROJECT	Past & Present Demonstrated Commitment to Small & Minority Businesses & Contributions Toward A Diverse Market Place	ABILITY TO DESIGN AN APPROACH AND WORK PLAN	COST BREAKDOWN INFORMATION	VOLUME OF CURRENT AND PRIOR WORK FOR USING AGENCIES	OVERALL
TOTAL MAX POINTS	10	5	5	5	35	5	10	15	5	5	**100**
Advantage Surveillance	8.5	4.0	3.5	4.0	29.0	3.0	8.0	14.0	5.0	5.0	84.0
Command Investigations	10.0	5.0	4.5	5.0	32.5	4.5	9.0	14.5	5.0	5.0	**95.0**
Contego	9.0	5.0	4.0	4.0	26.5	4.5	7.5	13.0	5.0	4.0	**82.5**
DigiStream	7.5	1.0	3.5	3.0	21.5	1.5	6.5	12.5	3.0	5.0	65.0
G4S	10.0	4.0	4.5	5.0	33.0	2.5	7.0	15.0	4.5	5.0	90.5
Lemieux & Associates	9.5	4.0	2.5	4.5	26.0	2.5	7.5	13.0	5.0	4.0	78.5