

Condensed Title:

Request For Approval To Issue A Request For Proposals (RFP) For Investigative And Adjusting Services For Selected Tort Liability Claims And Workers' Compensation Claims.

Key Intended Outcome Supported:

Control costs of payroll including salary and fringe/ minimize taxes/ensure expenditure trends are sustainable over the long term.

Issue:

Should the Commission approve the issuance of a Request for Proposals?

Item Summary/Recommendation:

The City of Miami Beach requires the services of one (1) to two (2) experienced firms to provide investigative (surveillance related) and adjusting services for selected tort liability and workers' compensation claims.

The City is self-insured for both tort liability claims and workers' compensation claims.

Investigative Services and Adjusting Services are a very important part of the City's self-insured Tort Liability and Workers' Compensation program. These services help to minimize fraudulent claims and protect the assets of the City.

The Mayor and City Commission authorized the City on February 8, 2006 to contract for these services. The current contract will expire July 10, 2011, with no further options to renew.

The issuance of the RFP will allow the City to move forward with the selection of an investigative company for investigative and adjusting services for selected tort liability claims and workers' compensation claims.

APPROVE ISSUANCE OF AN RFP.

Advisory Board Recommendation:

N/A

Financial Information:

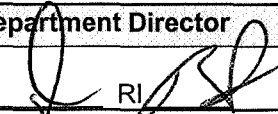
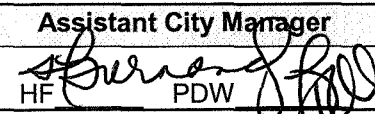
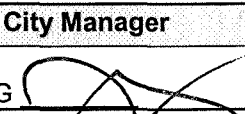
Source of Funds:	Amount		Account
	1	2	
OBPI	2		
	3		
	Total		

Financial Impact Summary: As this is a request to issue an RFP, no funds are being expended at this time

City Clerk's Office Legislative Tracking:

Cliff Leonard, Risk Manager

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL RI 	HF PDW 	JMG 

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MIAMIBEACH

AGENDA ITEM C2A
DATE 2-9-11



MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: February 9, 2011

SUBJECT: **REQUEST FOR APPROVAL TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR INVESTIGATIVE AND ADJUSTING SERVICES FOR SELECTED TORT LIABILITY CLAIMS AND WORKERS' COMPENSATION CLAIMS.**

ADMINISTRATION RECOMMENDATION

Approve the issuance of an RFP.

ANALYSIS

The City of Miami Beach requires the services of one (1) to two (2) experienced firms to provide investigative (surveillance related) and adjusting services for selected tort liability and workers' compensation claims. The City of Miami Beach is self-insured for both tort liability claims and workers' compensation claims (this RFP does not include the Administration of the City's Workers' Compensation program which is under separate contract).

Investigative Services and Adjusting Services are a very important part of the City's self-insured Tort Liability and Workers' Compensation program. These services help to minimize fraudulent claims and protect the assets of the City.

The Mayor and City Commission authorized the City on February 8, 2006 to contract for these services. The current contract will expire July 10, 2011, with no further options to renew.

The issuance of the RFP will allow the City to move forward with the selection of an investigative company for investigative and adjusting services for selected tort liability claims and workers' compensation claims.

SCOPE OF SERVICES

1. Provide Surveillance of the claimant for selected Tort Liability and Workers' Compensation Claims
2. Provide Activity Checks of the claimant for selected Tort Liability and Workers' Compensation Claims.
3. Provide "Research and Background Investigations" of claimants for selected Tort and Workers' Compensation Claims.
4. Provide complete investigative and adjusting services for selected Tort Liability Claims.
5. Other related services as requested.
6. Submit a written report with appropriate documentation at the conclusion of each assignment to the Human Resources Department/Risk Management Division. The report must contain the following minimum information:

- A. Identify the claimant investigated and provide a written comprehensive report indicating activity performed, summary, and recommendations.
- B. Provide written background results, surveillance tapes/DVD, and photos.
- C. Invoice for type of activity and length of activity identifying total amount due.

MINIMUM REQUIREMENTS

1. Must possess a class "A" license issued by the State of Florida. Investigators must possess a "C" or "CC" license.
2. Must possess an "Appointment" as an Adjusting Agency for All-Lines Insurance Claims by the State of Florida.
3. Must have a minimum of ten (10) years verifiable experience.
4. Must be located and locally managed within sixty (60) miles from the City limits of Miami Beach.

EVALUATION PROCESS

The procedure for Proposal evaluation and selection is as follows:

1. Request for Proposals issued.
2. Receipt of Proposals.
3. Opening of Proposals and determination if they meet the minimum standards of responsiveness.
4. An Evaluation Committee, appointed by the City Manager, will meet to evaluate each Proposal in accordance with the requirements of this RFP. Proposers may be requested to make additional written submissions or oral presentations to the Evaluation Committee.
5. The Evaluation Committee shall recommend to the City Manager the Proposal or Proposals acceptance of which the Evaluation Committee deems to be in the best interest of the City.
6. The Evaluation Committee shall base its recommendations on the following factors, for a total of 100 possible points:

<u>Evaluation Criteria:</u>	<u>Weight</u>
o The experience and qualifications of the firm	20 points
o The experience and qualifications of the key personnel	20 points
o Proposed fees	30 points
o Evidence of financial stability	10 points
o Methodology and approach	10 points
o Client references	<u>10 points</u>
Total:	100 points

7. After considering the recommendation(s) of the Evaluation Committee, the City Manager will recommend to the City Commission the response or responses, acceptance of which the City Manager deems to be in the best interest of the City. The Committee's recommendation(s) will adhere to the criteria in Item No. 6 above.
8. The City Commission will consider the City Manager's recommendation(s) (in light of the recommendations(s) and evaluation of the Evaluation Committee) and, as appropriate, approve the City Manager's recommendation(s); may reject the recommendation(s) and select another proposal or proposals; or may reject all proposals.
9. Contract negotiations between the selected Proposer(s) and the City commence. If the

- City Commission has so directed, the City may proceed to negotiate a contract with a respondent other than the top-ranked Proposer, if the negotiations with the top-ranked Proposer fail to produce a mutually acceptable contract within a reasonable period of time.
10. A proposed contract (or contracts) may be presented to the City Commission for approval, modification and approval, or rejection.
 11. If and when a contract (or contracts) acceptable to the respective parties is approved by the Mayor and Commission, the Mayor and City Clerk sign the contract(s) after the selected Proposer(s) has (or have) done so.

CONCLUSION

The Administration recommends that the Mayor and Commission authorize the issuance of a Request for Proposals for investigative and adjusting services for selected tort liability claims and workers' compensation claims in accordance with the qualifications and scope of services outlined herein.

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