



Interoffice Memorandum

November 19, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

A handwritten signature in black ink, appearing to read "Carrie Mathes".

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Claudia Yabrudy, Manager, Fiscal and Operational Support Division, Health Services Department
(407) 836-6583

SUBJECT: Selection of Firm, Request for Proposals Y21-1069-AH, Third Party Administrator Services for Health Services Department

RECOMMENDATION:

Selection of Zenith American Solutions, Inc. to provide Third Party Administrator Services for Health Services Department, Request for Proposals Y21-1069-AH. Request authorization for the Procurement Division to negotiate and execute a one-year contract, within a budget of \$20,348,000. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

The proposals were evaluated by the Procurement Committee on November 17, 2021. Commissioner Maribel Gomez Cordero was assigned to the Procurement Committee.

PURPOSE:

This contract will provide third party administration (TPA) services, to include adjudication and processing of payments for medical claims. The annual cost includes \$348,000 for claims adjudication by the firm and \$20,000,000 pass-through funding for claims payments made by the TPA on behalf of Orange County.

DISCUSSION:

Two proposals were received in response to the Request for Proposals (RFP). The proposal received from HealthSmart Benefit Solutions, Inc. was deemed non-responsive for failing to submit the correct fee schedule form.

The Health Services Department provides a variety of services including medical and mental health care to inmates housed at Orange County Corrections Department, medical services for the County's indigent healthcare program (Medical Clinic - PCAN) and coordination of medical care to consumers living with HIV/AIDS enrolled in the Ryan White Part A Program. As a result, thousands of medical claims are processed every year to pay for services delivered by the

contracted providers. The TPA will be responsible for adjudication and processing of payments in an accurate and efficient manner. Funds for the payment of claims will be kept in a separate bank account which shall be reconciliated and a report provided for each program on a weekly basis.

Consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - November 17, 2021
Y21-1069-AH, Third Party Administrator Services for Health Services Department

CRITERIA	Qualifications of Staff	Qualifications of Firm	Technical Approach	Fee Proposal	Total Weighted Points
Weighted Value	25	25	30	20	100
(B) Indicates Bonus Points (Maximums Bonus Points Above)					
Zenith American Solutions, Inc.	100.00	100.00	120.00	100.00	420.00



Interoffice Memorandum

December 2, 2021

To: Alina Hernandez Fernandez
Procurement Division

FROM: Sheena Ferguson, Manager
Business Development Division

SUBJ: **Request for Proposal #Y21-1069- AH, Third Party Administrator
Services for Heath Services Department (Revised)**

Orange County would receive federal funding through the Department of Health and Human Services for the scopes solicited in the Request for Proposals. Accordingly, Orange County's M/WBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the one proposal to denote whether an executed and notarized "Affidavit of Compliance Requirements" form submitted with the proposal were compliant with the federal requirements. Zenith American Solutions, Inc provided the executed and notarized federal compliance forms. They listed no firms on the Schedule of subcontracting and affidavit of compliance with 2CF 200.321 form.