

SUMMARY OF RESOLUTION

Authorization to Enter into an Agreement with a Pool of Firms to Provide Investigative Services

Description

Port Authority of Allegheny County (Authority) requires a pool of firms to ___provide external investigation services to supplement the Authority's internal investigation process (Services). Services will be utilized for substantiation and verification of both work-related and non-occupational injuries and illnesses. Work tasks would be assigned to the contractors via task specific work orders on an as-needed basis. The agreements would be for a three-year period with the option of extending the term of the agreements up to an additional two years at the sole discretion of the Authority.

Evaluation Committee

Consistent with the Authority's Board-adopted Procurement Policy and Procedures for Competitive Negotiations for Professional and Technical Services, an Evaluation Committee (Committee) was convened to evaluate proposals and recommend the top-rated proposers to perform Services. Committee was comprised of four members and represented the Finance and Human Resources Divisions.

Schedule

Request for Qualifications No. 10-04 for Services was publicly advertised. A total of 16 firms requested and received copies of the RFQ. Seven proposals were received on March 29, 2010 and were distributed to Committee.

Evaluation Process

Committee met to discuss and evaluate the proposals. As a result of the review of the proposals, Committee identified the following five firms as the highest rated proposers to provide Services required under this RFQ 10-04:

- 1) Specialty Private Investigators Incorporated
- 2) Corporate Security and Investigations, Inc.
- 3) Investigations by King LLC
- 4) Pittsburgh Information and Research Company d/b/a Onyshko Investigative Services
- 5) C. Lee International, LLC d/b/a Mid-Atlantic Investigations

The top five proposers all demonstrated good local experience in all major aspects of the work. The firms have good relevant corporate workers compensation investigation experience with large companies. The project Work Plans indicated a

good knowledge of the field, creative investigative techniques, and appropriate equipment to be able to conduct investigations. Proposed project managers have appropriate experience with many years of experience in investigative services. The experience of the proposed key investigators was generally excellent. Rates and expenses were reasonable, and all were in the same general range.

Negotiations

The total not-to-exceed amount recommended for approval for Services is \$300,000 and is to be allocated by the Authority on an as-needed basis through task specific work orders. The agreements will be for a three-year period with the option to extend the term of the agreements up to an additional two years at the sole discretion of the Authority.

5/28/10
J. Letwin

RESOLUTION

WHEREAS, Port Authority of Allegheny County (Authority) requires the services of a pool of firms to provide external investigation services to supplement the Authority's internal investigation process (Services). Services will be utilized for substantiation and verification of both work-related and non-occupational injuries and illnesses; and

WHEREAS, in order to obtain qualified firms to perform Services, a Request for Qualifications detailing the required scope of services was prepared and publicly advertised; and

WHEREAS, seven proposals were received on March 29, 2010 and were reviewed by the Authority's Evaluation Committee; and

WHEREAS, the proposals submitted by Specialty Private Investigators Incorporated; Corporate Security and Investigations, Inc.; Investigations by King LLC; Pittsburgh Information and Research Company d/b/a Onyshko Investigative Services; and C. Lee International, LLC d/b/a Mid-Atlantic Investigations (Proposers) have been determined to be the highest rated proposals for the performance of Services; and

WHEREAS, agreements for Services with Proposers, in the total not-to-exceed amount of \$300,000, which will be allocated on an as-needed basis through task specific work orders, is recommended for approval.

NOW, THEREFORE, BE IT RESOLVED that the chief executive officer and/or chief financial officer be, and they hereby are, authorized to enter into agreements, in a form approved by counsel, with Proposers to provide Services up to a total not-to-exceed amount of \$300,000, to be allocated on an as-needed basis through task specific work orders, and also to take all such other actions necessary and proper to carry out the purpose and intent of this resolution. The agreements will be for a three-year period with the option to extend the term of the agreements up to an additional two years at the sole discretion of the Authority.