



You're On Your Way!

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Request with ID: 193 it has been approved and thus not editable any longer. Please do not delete it.

REQUEST ID: 193

Mode: Final
Approval

Status: Approved

Stage: Document
Generated

Created By: POPKIN,
MARC Wed Jul 10 2024
15:44:14 GMT-0500
(Central Daylight Time)

Check to see
rejection comments
if any

Default Routing
Review *

[Click to see full log](#)

EMAIL ROUTING ASSIGMENTS

Dir/Dept Head Personnel
Lookup *

Michael J. Smith

Dept Head Full Name

Michael J. Smith

Dept Head RTA Email *

mjsmith@rtaforward.org

Info Tech Lookup

Sterlin Stevens

Info Tech Full Name

Sterlin Stevens

Info Tech RTA Email *

sstevens@rtaforward.org

Grants Personnel Lookup

Grants Team

Dir Grants Rep Full Name

#Grants Team

Dir Grants RTA Email *

GrantsTeam@rtaforward.or,

Budget Personnel Lookup

Budget Team

Budget Analyst Full Name

#Budget Team

Budget Analyst RTA Email *

Budget@rtaforward.org

Safety/Security Personnel
Lookup

Michael J Smith

Chief Safety Full Name

Michael J Smith

Chief Safety RTA Email *

mjsmith@rtaforward.org

Risk Personnel Lookup

Marc Popkin

Risk Analyst Full Name

#Marc Popkin

Risk Analyst RTA Email *

mpopkin@rtaforward.org

SBE Personnel Lookup

SBE Team

Dir SBE Full Name

SBE Team

Dir SBE RTA Email *

SBEProcurementTeam@rtaf

DBE Personnel Lookup

DBE Team

DBE/EEO Compliance Manager Name

#DBE Team

DBE/EEO Compliance Manager RTA Email *

DBEProcurementTeam@rta

Procurement Lookup

Ronald Baptiste Jr.

Dir Procurement Full Name

Ronald Baptiste Jr.

Dir Procurement RTA Email *

rbaptiste@rtaforward.org

Chief Lookup *

Michael J. Smith

Chief Full Name

Michael J. Smith

Chief RTA Email *

mjsmith@rtaforward.org

CFO Lookup

Gizelle Banks

CFO Full Name

Gizelle Banks

CFO RTA Email *

gbanks@rtaforward.org

CEO Lookup

Lona E. Hankins

CEO Full Name

Lona E. Hankins

CEO RTA Email *

lhankins@rtaforward.org

Department Representative

I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

RISK MANGEMENT ANALYST POPKIN, MARC mpopkin@rtaforward.org

Ext. *

8395

Name of project/service/product *

Third-Party Administrator ["TPA"] for Claims Administration Services of Automobile/General Liability and W

Procurement Justification *

The RTA requires a Third-Party Administrator ["TPA"] for the handling of its liability and workers' compensation claims commencing on January 1, 2025. The addendum to the contract with the current provider of these services, Hammerman & Gainer, Inc. ["HGI"], entered into on May 2, 2024, expires on December 31, 2024. The TPA shall open, investigate, and ultimately conclude, through settlement or case closure, all automobile and general liability accident claims in the manner set forth in the attached Scope of Services.

Reason to justify the procurement of the product, project or services being requested.

Attachments (*Indicated Required Items)

Project Schedule
Delivery Date *

Aug 1, 2024

ICE Amount *

\$ 750,000.00


Technical Specs

Yes
 No

Scope of work

Yes
 No

ICE FORM ATTACHMENT IS REQUIRED TO CONTINUE...! *

 ICE Form TPA AL GL WC claims admin services with attachments.pdf

 .pdf

SCOPE OF WORK ATTACHMENT IS REQUIRED...! *

 Third Party Administrator AL GL WC Scope of Services rev 11 (003).docx

Capital Project ID

Capital projects review required?

Funding Source

Funding Type *

Federal State Local Other

Budget Analyst

#BUDGET TEAM

Available Federal
funding

\$

Available State Funding

\$

Available Local Funding
*

\$ 750,000.00

Available Other
Funding

\$

Projected Federal Cost

\$

Projected State Cost

\$

Projected Local Cost *

\$ 750,000.00

Projected Other Cost

\$

Total Available Funding

\$ 750,000.00

Projected Total Cost

\$ 750,000.00

ICE Amount Entered

\$ 750,000.00

Need to Input Multi-Year Breakdown (Only applies to State+Local+Other)?

Yes

Multi-year-1 *

\$ 250,000.00

Budget code-Multi-Year-1 *

01-8300-02-7070-166-0000-00000-00000

Multi-year-2 *

\$ 250,000.00

Budget code-Multi-Year-2 *

01-8300-02-7070-166-0000-00000-00000

Multi-year-3 *

\$ 250,000.00

Budget code-Multi-Year-3 *

01-8300-02-7070-166-0000-00000-00000

Multi-year-4

\$

Budget code-Multi-Year-4

Multi-year-5

\$

Budget code-Multi-Year-5

Multi Year Total

\$ 750,000.00

Budget

Note: The default "Budget Team" includes all budget analysts. They will all get an email, but only one will approve according to the budget code assignment.

Budget lookup List-1 *

Budget code-1 Selected

01-8300-02-7070-166-0000-00000-00000

Budget lookup List-2

Budget code-2 Selected

01-8300-02-7070-166-0000-00000-00000

Budget lookup List-3

Budget code-3 Selected

Budget lookup List-4

Budget code-4 Selected

Budget lookup List-5

Budget code-5 Selected

Safety, Security and Emergency Management - Review and Approval is required

Safety Review and Approval is Required

Yes

Safety Chief

MICHAEL J SMITH

Safety Attachments

No files uploaded

Risk Management - Review and Approval is required

STD Insurance Provisions is Required

Yes

Risk Management Analyst

#MARC POPKIN

Risk Attachments

No files uploaded

DBE / SBE Goal - Review and Approval is required

Director of Small Business Development

DBE/EEO Compliance Manager

SBE TEAM

#DBE TEAM

I have reviewed this form and the attachments provided and by inputing my name below I give authority to the above stated department representative to proceed as lead in the procurement process.

Input your fullname *

Date *

Marc Popkin

Jul 10, 2024