

**Hamilton County Department of Education**  
**3074 Hickory Valley Road**  
**Chattanooga, Tennessee 37421**

**MEMORANDUM**

To: Hamilton County Board of Education  
Dr. Justin Robertson, Superintendent

From: Mary Ellen Heuton, Chief Financial Officer  
Lindsay Cepero, Director of Procurement

Date: June 15, 2023

RE: Award Request for Proposal RFP File 23-25, On-The-Job-Injury  
Program Provider

Award Request for Proposal No. 23-25, On-The-Job-Injury Program Provider to Brentwood Services Administrators, Inc., for handling of On-The-Job-Injury claims integrated with Hamilton County Schools Risk Management Department, for an initial term of three years with the option to renew for an additional three years. Fees shall be in accordance with Exhibit C of the associated agreement, with a minimum annual service fee of \$56,950.00. Expenditures will be from budgeted and approved Internal Service funds.

On March 10, 2023, the Procurement Department advertised Request for Proposal No. 23-25, On-The-Job-Injury Program Provider to obtain proposals for a third-party claim management company to provide a comprehensive On-Job-Injury Program. Three (3) vendors submitted RFP responses. Based on the evaluation criteria listed in the RFP and the selection committee's discussion, a recommendation was made for the award of this contract to the top ranked respondent Brentwood Services Administrators Inc.

Attachments:

Contract Agreement with Brentwood Services Administrator, Inc.