



Cover Memorandum/Staff Report

File #: 22-1573

Agenda Date: 11/15/2022

Item #: 6.J.2.

TO: Mayor and Commissioners
FROM: Duane D'Andrea, Human Resources Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 15, 2022

APPROVAL OF RESOLUTION NO. 191-22 TO AWARD AN AGREEMENT WITH PREFERRED GOVERNMENTAL CLAIMS SOLUTIONS, INC. FOR PROPERTY, CASUALTY, AND WORKERS COMPENSATION THIRD PARTY CLAIMS ADMINISTRATOR SERVICES PURSUANT TO REQUEST FOR PROPOSALS NO. 2022-052 FOR THE HUMAN RESOURCES RISK MANAGEMENT DIVISION - \$300,000 FOR THE INITIAL THREE-YEAR TERM (\$100,000 PER YEAR)

Recommended Action:

Motion to Approve Resolution No. 191-22 to award an Agreement with Preferred Governmental Claims Solutions, Inc. Property, Casualty and Workers Compensation Third Party Administrator Services for the Human Resources Risk Management Division pursuant to Request for Proposals (RFP) No. 2022-052 in the estimated initial three (3) year amount of \$300,000 and authorize the City Manager to exercise any and all renewal options in amounts below contingent upon appropriation of funds.

Background:

On August 4, 2022, the City advertised RFP No. 2022-052 for Property, Casualty and Workers Compensation Third-Party Claims Administrator Services for the Human Resources Risk Management Division; three (3) submittals were received. On October 25, 2022, the Selection Committee formally rated and ranked the submittals received. The final ranking is listed below:

| Firm | Final Rank |
|--|------------|
| Preferred Governmental Claims Solutions Inc. | 1 |
| CCMSI | 2 |
| PMA Management Corp. | 3 |

The Selection Committee unanimously recommended award of the RFP to Preferred Governmental Claims Solutions, Inc. as the number one ranked firm. The term of the Agreement will be for three (3) years with the option to renew for an additional two, one-year periods. The Third-Party Administrator assists the Human Resources Risk Management Division with property, casualty and workers compensation claims for the City.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

| Estimated Contract Value | | |
|--------------------------|---------------------------------------|------------|
| Initial Term | November 15, 2022 - November 14, 2025 | \$ 300,000 |
| Renewal 1 | November 15, 2025 - November 14, 2026 | \$ 100,000 |
| Renewal 2 | November 15, 2026 - November 14, 2027 | \$ 100,000 |
| | Total: | \$ 500,000 |

The acquisition of service is in compliance with the Code of Ordinances, Chapter 36 and City Policies and Procedures.

City Attorney Review:

Approved as to legal form and legal sufficiency.

Funding Source:

551-13-040-513.45-20 - Insurance Claims Handling Costs

Attachments:

Legal Review Checklist

Resolution 191-22

Agreement