DEPARTMENT OF FINANCE AND ADMINISTRATION
RISK MANAGEMENT DIVISION

MEMORANDUM

DATE: **August 23, 2017**

TO: **Gregory Pease, Chairman**
Professional Services Evaluation Committee

FROM: **Twane Duckworth, Chief of Risk Management**
Bibinia Centeno, Financial & Administrative Manager

Subject: **P-36-13 Workers' Compensation and Casualty Review Services – Contract Renewal - Amendment 4**

The current term for the contract No. 9924 with Bickmore and Associates, Inc., for Workers' Compensation and Casualty Review Services is from October 1, 2016 to September 30, 2017. Risk Management is exercising the fourth of four one-year renewal options for the period October 1, 2017 to September 30, 2018 with no renewal options remaining with total maximum indebtedness to remain at $155,000.00.

Accordingly, it is requested that the City Contract No. 9924, with Bickmore and Associates, Inc., for Workers' Compensation and Casualty Review Services (i) be renewed for the term October 1, 2017 to September 30, 2018. The fee for the Services October 1, 2017 to September 30, 2018 as described in Exhibit "B" Contract Fee Schedule. (ii) No increase in the maximum indebtedness of $155,000.00. All other terms and conditions remain the same.

Thank you for your consideration in this matter.

Bickmore and Associates, Inc., acknowledgement attached

Bickmore

August 15, 2017

Mr. Mitchell Perin
Financial & Administrative Manager
City of Jacksonville, Division of Risk Management
City Hall at St. James, 117 West Duval Street
Jacksonville, Florida 32202
Via Email: mperin@coj.net

RE: P-36-13 WC and Casualty Claims Review Services – Renewal of Contract #9924

Dear Mr. Perin,

Bickmore appreciates the opportunity to submit our agreement to provide claims consulting services to the City of Jacksonville (City). The summary below is consistent with my understanding of our agreement.

For this fifth year of the contract we request to invoice the Claims Review Services in the fixed amount of $35,000 upon delivery of the final report with payment due within 15 days. The Claims Review Services fee is fixed in the amount of $35,000, including travel and peripheral costs. The fixed fee will not be exceeded.

In the event the City requests the Reserve Analysis Services proposed, the fee for those services is an additional $20,000 based on a sample of 85 claims. Should a smaller sample be selected, the total fee will not excess $235 per claim for this fifth year. Should the Reserve Analysis Services be conducted concurrently with the Claims Review Services, we will reduce the total fee by $5,000 to produce a $50,000 combined fixed fee maximum rather than the sum of the two separate services.

Our Project Manager, Sandra Spiess (E-mail: sspiess@bickmore.net) will assist with contract execution and provision of insurance certificate requirements and is copied on this correspondence.

We look forward to working with you on this important project. Please contact us with any questions.

Ms. Jo Ann Wood, CPCU, AIC, RPLU, ARM, CPDM
Manager, Claims Consulting Services
Telephone: (714) 426-8509
E-mail: jwood@bickmore.net

Mr. Dennis Mitchell, CPCU, SCLA, ARM
Senior Claims Consultant
Telephone: (714) 426-8507
E-mail: demitchell@bickmore.net

Warmest regards,

Jeffrey Grubbs
Senior Vice President, CFO/COO

cc: Sandra Spiess, Bickmore Project Manager