



City of Venice
Administrative Services Department

Interoffice Memorandum

DATE: February 26, 2016
TO: City Council
FROM: Alan Bullock, Director of Administrative Services
THROUGH: Ed Lavallee, City Manager
SUBJECT: Risk Management / Workers' Compensation Claims Administrator

Background

The city is self-insured for Workers' Compensation and outsources the specialized activity of claims handling to a third party administrator (TPA). The current TPA is Commercial Risk Management (CRM). The city released a Request for Qualifications (RFQ) in February of 2013. Four bidders responded to the RFQ, including CRM. The responses were assessed by a review committee comprising risk managers from the City of Venice, the City of North Port, the City of Bradenton and Sarasota County. Factors considered were vendors' experience, market knowledge, cost, responsiveness to the RFQ requirements and staff qualifications. The review committee assessed various aspects of the responses and, all things considered, determined CRM to be the successful bidder. Council approved a three-year contract effective October 1, 2013 with an annual flat fee of \$19,000. CRM specializes in serving employers who have elected to self-insure their workers' compensation liabilities in Florida and has provided excellent service to the City of Venice throughout the contract term. The contract allows for two annual extensions at the city's sole discretion.

Request

We request that Council approve the attached agreement to allow CRM to continue to provide Workers' Compensation claims TPA services to the city for a further year, from October 1, 2016 to September 30, 2017. The annual flat fee of \$19,000 will remain unchanged.

City Attorney Review

Completed

Risk Management Review

Completed

Funds Availability

Funding will be included in the FY2016-2017 Workers' Compensation Self Insurance Fund.