DEPARTMENT OF FINANCE AND ADMINISTRATION
RISK MANAGEMENT DIVISION

**MEMORANDUM**

**DATE:** **August 5, 2016**

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

**FROM:** **Mitchell Perin, Financial & Administrative Manager**
**Risk Management Division**

**Subject:** **P-36-13 Workers' Compensation and Casualty Review Services – Contract Renewal - Amendment 3**

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The current term for the contract No. 9924 with Bickmore and Associates, Inc., for Workers' Compensation and Casualty Review Services is from October 1, 2015 to September 30, 2016. Risk Management is exercising the third of four one-year renewal options for the period October 1, 2016 to September 30, 2017 with one one year renewal options remaining. The maximum indebtedness to the City will be a not –to-exceed amount of $35,000.00 to a new maximum indebtedness of $155,000.00. The FY 17 fee for services October 1, 2016 to September 30, 2017, described in Exhibit "B" Contract Fee Schedule. All other terms and conditions shall remain the same.

Accordingly, I recommend:

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, 2016 to September 30, 2017. The fee for the Services October 1, 2016 to September 30, 2017 as described in Exhibit "B" Contract Fee Schedule. (ii) Increase the maximum indebtedness to the City by a not exceed amount of $35,000.00 for a new total 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 3, 2016

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 our understanding of the agreement.

For this fourth 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 exceed $235 per claim for this fourth 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 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.

Warmest regards,
Jo Ann Wood

Jo Ann Wood, CPCU, AIC, RPLU, ARM
Manager, Claims Consulting Solutions

cc: Sandra Spiess, Bickmore Project Manager