



"The Best Waterfront City in Which to Live, Work and Play."

CITY OF RIVIERA BEACH – MEMORANDUM

TO: HON. MAYOR, CHAIRPERSON AND CITY COUNCIL

THROUGH: JONATHAN EVANS, CITY MANAGER, MPA, MBA, ICMA-CM

FROM: STEVE SHIELDS, RISK MANAGER

THROUGH: DR. BARBARA ORISIO, DIRECTOR OF HUMAN RESOURCES

SUBJECT: **THIRD PARTY CLAIMS ADMINISTRATOR (TPA) EXTENSION
2021-22 (RESOLUTION NOS. 141-21 AND 142-21)**

DATE: WEDNESDAY, DECEMBER 1, 2021

CC: GENERAL PUBLIC

Background

Since June 13, 1986, Gallagher Bassett Services has provided Claims Management Services to the City of Riviera Beach. The claims management services consist of property and general liability and workers' compensation claims management. As such, the City's current agreement ends December 15, 2021. However, staff needs additional time to obtain all the necessary data and information to effectuate a competitive process to continue such professional services with a firm.

More specifically, a significant amount of documentation is required to develop an RFP that captures exactly what the City desires to attain from a Third Party Claims Administrator (TPA). To ensure prospective proposers have sufficient information to meet the intent of the solicitation, the items needed include, but are not limited to: a performance analysis of the current TPA, a review of the TPA's internal audit procedures, and a cost analysis of whether to transition current claims or for the incumbent to continue management of the City's current claims until closed. Given this matter, these respective actions would be best performed by a consultant.



Thereby, staff respectfully requests that the current agreement be extended through June 30, 2022. An extension will allow the City to: benefit from no changes in fee prices, provide ample time to solicit these services, complete a thorough and competitive RFP, and align this service agreement with the Fiscal Year. The extension will include the period of December 15, 2021 through June 30, 2022, for a total cost not to exceed \$108,912.

Citywide Goals:

Accelerate Operational Excellence and Enhance Government Stewardship.

Budget/Fiscal Impact:

The fiscal impact is \$108,912 which is incorporated in the City's budget.

Recommendation:

- (1) The City Council approves Resolution No. 141-21 extending the Gallagher Basset Services Third Party Administrator Services Agreement to June 30, 2022.
- (2) The City Council approves Resolution No. 142-21 granting the City Manager spending authority up to \$50,000, to obtain consultant services necessary to assist staff in identifying and collecting data for the solicitation of TPA services.

Attachments

Resolution No. 141-21
Resolution No. 142-21

