



**AGENDA ITEM REPORT**

**DATE:** September 20, 2022  
**DEPARTMENT:** County Manager  
**REQUESTER:** Mike Figueroa  
**TITLE:** Award Contract for Liability and Workers' Compensation Third-Party Liability Administrator

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP220126CJV, Liability and Workers' Compensation Third-Party Administration, to PMA Management Corp. for third-party administration services for County liability and workers' compensation insurances, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s). The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

**II. ITEM SUMMARY**

Approval of this item awards a contract to PMA Management Corp. for Liability and Workers' Compensation Third Party Administration services for liability and workers' compensation claims in an amount not to exceed \$150,000 per year. This amount has no increases and remains flat from the prior contract.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

On September 6, 2016, the Board approved Blue Sheet 20160449 authorizing the office of Risk Management to commence negotiations with the number one ranked firm, PMA Management Corp. for third party administrative services. This contract is set expire on September 30, 2022.

A new solicitation for Liability and Workers' Compensation Third Party Administration services was advertised on March 4, 2022, and bids opened on April 5, 2022. Four proposals were received and evaluated on April 20, 2022, these were discussed, evaluated, and scored according to the established criteria. After scores were tallied and confirmed by Procurement, PMA Management Corp. was determined to be the top ranked firm.

The approval of this new contract will ensure that the County has continual third party claims administration of liability and workers' compensation claims.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$150,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: General Liability Self-Insurance Program: Property and Liability Project: Other Professional Services Account Strings: GC5133857700.503190	

G)	Fund Type?	General Fund
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Proposed Contract</a>	9/9/2022	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
County Manager	Turner, Nicole	Approved	9/9/2022 - 9:11 AM
County Manager	Winton, Peter	Approved	9/9/2022 - 3:36 PM
Budget Services	Henkel, Anne	Approved	9/12/2022 - 7:43 AM
Budget Services	Winton, Peter	Approved	9/12/2022 - 8:53 AM
County Attorney	Lira, Louis C.	Approved	9/12/2022 - 11:00 AM
County Manager	Winton, Peter	Approved	9/12/2022 - 12:24 PM