

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION**

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: September 9, 2008
SUBJECT: Approve a Change Order to Competitively Awarded Contract No. KN020717 with Gregory B. Bragg & Associates for Third Party Claims Administrator Services in the Amount of \$71,250 for the Risk Management Workers Compensation Fund

ACTION REQUESTED

Approve a Change Order to competitively awarded Contract No. KN020717 with Gregory B. Bragg & Associates for Third Party Claims Administrator Services for the Risk Management Workers Compensation Fund to increase the contract amount by \$71,250 and extend the expiration date of the contract to December 31, 2008, and authorize the Purchasing Manager to sign the Change Order.

BACKGROUND

On September 9, 2003, at the request of Placer County CEO/Risk Management, your Board approved the award of RFP No. 9260, in the amount of \$948,000.00, to Gregory B. Bragg & Associates to perform Third Party Administrator Services for the County's Workers' Compensation claims and to provide litigation management. The resulting contract was effective for the three-year period of October 1, 2003 through September 30, 2006, and contained an option to renew for up to two (2) additional one-year periods based upon mutual agreement. On September 26, 2006, your Board approved the first one-year renewal and on September 18, 2007, your Board approved the second and final renewal option which expires on September 30, 2008.

Risk Management has requested that the contract be extended through December 31, 2008 to allow sufficient time to complete the development and award of a new Request for Proposals. The contractor has agreed to the extension, and has pro-rated its annual fees accordingly.

FISCAL IMPACT

This action will result a change order to the contract, extending the expiration date to December 31, 2008 and increasing the total amount by \$71,250. Risk Management's fiscal impact statement is attached.

Attachment: Fiscal Impact Statement

cc: Maryellen Peters, CEO/Risk Management
Therese Leonard, County Executive Office
Linda Oakman, County Executive Office



COUNTY OF PLACER

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COUNTY EXECUTIVE**
THOMAS M. MILLER, County Executive Officer

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175 FULWEILER AVENUE / AUBURN, CALIFORNIA 95603

TELEPHONE: 530/889-4030

FAX: 530/889-4023

www.placer.ca.gov

TO: Honorable Board of Supervisors

FROM: Linda Oakman, Administrative Services Manager

DATE: August 22, 2008

SUBJECT: **Fiscal Impact Statement**
90-Day Extension to KN020717 with Gregory Bragg & Associates

The 90-day extension of the contract with Gregory Bragg & Assoc. will require an increase to the total contract amount of \$71,250. The department has budgeted correctly for this purchase and funding is available in the current fiscal year budget.