

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources
AGENDA DATE: March 16, 2021
CONTACT PERSON NAME/PHONE: Mary Michel, Human Resources Assistant Director, 915-212-1267
Bruce D. Collins, Director, Purchasing & Strategic Sourcing 915-212-1181
DISTRICT(S) AFFECTED: All
STRATEGIC GOAL NO. 6: Set the Standard for Sound Governance and Fiscal Management

The linkage to the Strategic Plan is subsection 6.3 - Implement programs to reduce organizational risk. This contract will continue to provide mandatory workers' compensation benefits to City employees.

SUBJECT:

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to CAS - Claims Administrative Services, Inc., referencing Contract 2013-272R Workers' Compensation – 3rd Party Administrator. This will be a change order to increase the contract by \$450,000.00 for a total amount not to exceed \$4,240,482.50.

BACKGROUND / DISCUSSION:

This contract is intended to provide mandatory workers' compensation benefits to City employees.

SELECTION SUMMARY:

N/A

PROTEST

No protest received for this requirement.

Protest received.

CONTRACT VARIANCE:

The cost for this change order is the same as in the original contract. There is no variance.

PRIOR COUNCIL ACTION:

On November 12, 2013, City Council approved the award of contract 2013-272R.

AMOUNT AND SOURCE OF FUNDING:

Amount: \$450,000.00
522000-209-3500-14070-P1417

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Araceli Guerra, Managing Director - Human Resources

**COUNCIL PROJECT FORM
(CONTRACT MODIFICATION)**

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **March 16, 2021**.

STRATEGIC GOAL: NO. 6 – SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT

The linkage to the Strategic Plan is subsection 6.3 - Implement programs to reduce organizational risk. This contract will continue to provide mandatory workers' compensation benefits to City employees.

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to CAS - Claims Administrative Services, Inc., referencing Contract 2013-272R Workers' Compensation – 3rd Party Administrator. This will be a change order to increase the contract by \$450,000.00 for a total amount not to exceed \$4,240,482.50.

Contract Variance: The cost for this change order is the same as in the original contract. There is no variance.

Department:	Human Resources
Award to:	CAS - Claims Administrative Services, Inc. Tyler, TX
Total Estimated Amount:	\$450,000.00
Account No.:	522000-209-3500-14070-P1417
Funding Source:	Workers' Compensation Services
District(s):	All

This is a Request for Proposal, requirements contract.
