



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 07/06/21

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Tristar Risk Management

***Project Title/Description:**

Workers Compensation Administration Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-16-373, Amendment No. 06. This Amendment extends the termination date to 12/31/21 and adds a partial annual award amount of \$162,000.00 for a cumulative not-to-exceed contract amount of \$1,739,000.00.

Administering Department: Human Resources.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, on June 21, 2016, the Board of Supervisors approved an award of contract for an initial term of one (1) year and an annual award amount of \$327,586.00 with four (4) one-year renewal options.

On April 26, 2017, the Procurement Director approved Amendment No. 01, which extended the termination date to 06/30/2018 and added a partial annual award amount of \$323,296.00 for a cumulative not-to-exceed contract amount of \$650,882.00. Three (3) renewal options remained.

On May 11, 2018, the Procurement Director approved Amendment No. 02, which extended the termination date to 12/31/2018 and added a partial annual award amount of \$116,118.00 for a cumulative not-to-exceed contract amount of \$767,000.00.

On November 21, 2018, the Procurement Director approved Amendment No. 03, which extended the termination date to 06/30/2019 and added a partial annual award amount of \$162,000.00 for a cumulative not-to-exceed contract amount of \$929,000.00. Two (2) renewal options remained.

On March 21, 2019, the Procurement Director approved Amendment No. 04, which extended the termination date to 06/30/2020 and added a partial annual award amount of \$324,000.00 for a cumulative not-to-exceed contract amount of \$1,253,000.00. One (1) renewal option remained.

On March 18, 2020, the Procurement Director approved Amendment No. 05, which extended the termination date to 06/30/2021 and added a partial annual award amount of \$324,000.00 for a cumulative not-to-exceed contract amount of \$1,577,000.00.

The extension is required to allow enough time to complete the procurement process to replace this contract, which was delayed due to the COVID-19 public-health emergency.

PRCUID: 195719

Attachment: Contract Amendment No. 06.

***Program Goals/Predicted Outcomes:**

Proactive Worker's Compensation Program administered as required by law and in accordance with County's self-insured policy.

***Public Benefit:**

Contractor will provide an efficient customer service approach to managing claims that is in the best interest of the County.

***Metrics Available to Measure Performance:**

Reports will be reviewed to ensure timely provision of accurate medical services at discounted rates.

***Retroactive:**

Yes, the signed amendment was not available prior to the June Board of Supervisor's meeting.

Revised 5/2020

TO: CORB 6/24/21⁽¹⁾
VERS: 12
PGS: 2

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Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA _____ Department Code: PO _____ Contract Number (i.e., 15-123): 16-373

Amendment No.: 06 _____ AMS Version No.: 12 _____

Commencement Date: 07/01/21 _____ New Termination Date: 12/31/21 _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 162,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** Self-Insurance Trust Fund

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

***Funding Source:**

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? _____

Contact: Procurement Officer: Shirley Kelsey Braun-
Digitally signed by Kelsey Braun-
Shirley
Date: 2021.06.22 09:24:03 -07'00'

Division Manager: Ana Wilber
Digitally signed by Ana Wilber
Date: 2021.06.22 10:21:02 -07'00'

Department: Procurement Director: Terri Spencer
Digitally signed by Terri Spencer
Date: 2021.06.22 11:11:31 -07'00'

Telephone: 520-724-7466

Department Director Signature/Date: _____ 6/22/2021

Deputy County Administrator Signature/Date: _____ 6/23/2021

County Administrator Signature/Date: _____ 6/23/21
(Required for Board Agenda/Addendum Items)

Pima County Department of Human Resources

Project: Worker's Compensation Administration Services

Contractor: Tristar Risk Management
100 Oceangate Ste. 700
Long Beach, CA 90802

Contract No.: MA-PO-16-373

Contract Amendment No.: 06

| | | |
|---|---------------------------------|-----------------|
| Orig. Contract Term: 07/01/2016- 06/30/2017 | Orig. Amount: | \$ 327,586.00 |
| Termination Date Prior Amendment: 06/30/2021 | Prior Amendments Amount: | \$ 1,249,414.00 |
| Termination Date This Amendment: 12/31/2021 | This Amendment Amount: | \$ 162,000.00 |
| | Revised Total Amount: | \$ 1,739,000.00 |

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. Background, Purpose, and Authority.

1.1. Background. On July 1, 2016, County and Contractor entered into the above referenced agreement to provide worker's compensation administration services. County has exercised all available extension options for this agreement. County has begun a competitive Request for Proposals (RFP) for a new contract, but due to the COVID-19 public-health emergency, additional time is needed to complete that process.

1.2. Purpose. County requires continuing services for administration of worker's compensation claims as required by law. This amendment is necessary to ensure the continued delivery of important governmental services while allowing the time necessary to complete the RFP process. A six-month contract extension will allow County sufficient time to complete a replacement contract that will have a term consistent with Pima County Code § 11.25.010(A).

1.3. Authority. County may extend this contract while awaiting the completion of new RFP under Pima County Code § 11.12.060 and Board of Supervisors Resolution No. 2020-18.
1.4.

2. Term. The parties agree to extend the contract term for an additional six-months commencing on July 1, 2021 and terminating on December 31, 2021. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. **Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Article 3, is increased by \$162,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$1,739,000.00.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR



Authorized Officer Signature

THOMAS J. VEALE PRESIDENT

Printed Name and Title

6/12/21

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Stacey Roseberry

Print DCA Name

6/14/2021

Date