

## **INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 15, 2021

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Agreement with CorVel Corporation for Third Party Claims Administration for Workers' Compensation and Liability

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I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Human Resources & Risk Management
- 2) Type of Agreement – Agreement for Third Party Administration Services
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
  - a) initial – Nine mths.
  - b) renewals (if any) – Two one-year renewals
  - c) who exercises option to renew – Renewals are automatic.
- 5) Contract Amount – \$271,000 per yr. (est.).
- 6) Termination rights – Either party can terminate without cause by giving 90 days' notice.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will provide third party claims administration for workers' compensation and liability.
- 9) City's prior experience with Vendor (if any) –
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager