



CITY OF HOLLYWOOD, FLORIDA

OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

Piggyback Request Form

(Use for purchase(s) over \$5,000, when piggybacking off other contracts)

Date May 14, 2024

Department/Office Human Resources

Division/Area Risk Management

Requestor Tammie L. Hechler

Title Director

Phone 954-921-3218

Email thechler@hollywoodfl.org

1. Requested Vendor CorVel Enterprise Comp, Inc.

Vendor Number 102468

Address PO Box 713824 Philadelphia, PA 19171-3824

Contact Person Jenna Ando

Title Account Manager

Phone 954-233-5946

Email jenna_ando@corvel.com

2. Contract title and number requesting to piggyback? Third-Party Administrative Services / FRP No. 7080A

Awarding Agency City of Lakeland

Contract Expiration Date July 30, 2027

Copy of Contract and Awarding Agency documentation is attached (provide if available).

X ☐ Yes ☐ No

3. Product/Service being requested (be specific). Third-Party Administration Services for Workers' Compensation, General and Auto Liability Claims.

4. Detailed description of the product/service's function and purpose. The City requires Third-Party Administration Services for Workers' Compensation General and Auto Liability Claims. These services include but are not limited to administrative, first notice of injury/claim adjusting services, provider payments, contracting with legal representation for workers' compensation, state & federal required filings, loss fund management, network access

and development services, medical bill review, pharmacy benefit management, subrogation services, computerized claims/loss statistical information (RMIS) and banking/loss fund reconciliation.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Human Resources asked CorVel if any other clients had services that mirror the City of Hollywood's. They identified the City of West Palm Beach and the City of Lakeland. Human Resources reviewed both and determined that the City of Lakeland was a better fit.

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

☒ Yes ☐ No

Please explain CorVel's contract with the City of West Palm Beach was also evaluated.

7. Total cost of the requested product/service. _____

8. Total estimated annual (fiscal year) cost of requested product/service. _____

Account Number(s) 558.112006.51900.591930.000000.000.000 - Workers' Compensation
558.112006.51900.591910.000000.000.000 - General Liability

9. Is this product/service covered by a warranty? ☐ Yes ☒ No

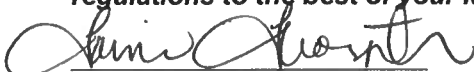
If yes, please attach a copy of the warranty details.

10. Will grant funds be used to pay for the requested product/service? ☐ Yes ☒ No

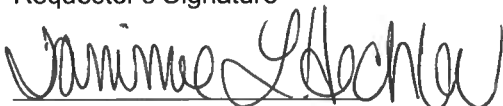
If yes, please explain _____

REQUESTING DEPARTMENT RECOMMENDATION

Note: By signing and returning this form, you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contract(s) and recommend its/their approval based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.


Requestor's Signature

5/20/24
Date


Director's Signature

May 20, 2024
Date



Piggyback Checklist

Using Department(s): Office of Human Resources

Piggyback Contract Number/Name: RFP No. 7080A Third-Party Administrative Services

Services/Supplies to be provided: Services include but are not limited to administrative, first notice of injury/claim adjusting services, provider payments, contracting with legal representation for workers' compensation, state & federal required filings, loss fund management, network access and development services, medical bill review, pharmacy benefit management, subrogation services, computerized claims/loss statistical information (RMIS) and banking/loss fund reconciliation.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The current contract extension expires soon and going to market could subject the city to increased administrative pricing.

Procurement Code, Section 38.41(C)(5):

(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.

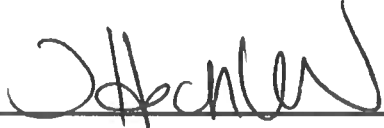
Piggyback Justification Criteria	YES	NO	COMMENT
Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes?	X		
Will use of the piggyback contract save City staff administrative time, efforts and resources?	X		The City of Lakeland has already gone out to market for these services saving Hollywood the time and money it will cost to it ourselves. Going to market would also subject the city to increased administrative pricing.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	X		Funds have been budgeted in the Self-Insurance fund to cover the cost of the contracted amount.

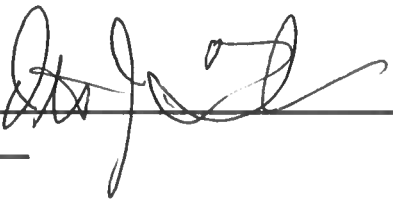
***If you answered no to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management staff.**

ITEMS VERIFIED	YES	NO	COMMENT
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Does the piggyback contract allow the utilization of the contract by other entities, including use in the state of FL if it's an out of state contract?	X		See attached approval email from the City of Lakeland
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	X		See Notice of Request for Proposal from the City of Lakeland.
Piggyback Contract is Valid? Contract Expiration Date:	X		Expires July 30, 2027
Goods / Services requested by the Using Department(s) match those allowed under the piggyback contract and do not extend beyond the expiration date of the piggyback contract?	X		See City of Lakeland Amendment #4 & City of Lakeland TPA Services Agreement
Does the piggyback contract have acceptable terms and conditions?	X		Yes
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	X		See attached contract from the vendor.
Is pricing "Fair and Reasonable" in the piggyback contract?	X		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	X		Vendor's certificate of Insurance is attached
Piggyback Contract has Warranty Conditions?		X	Not applicable
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		X	Not applicable

Requestor's Signature: 
Date: 5/20/24

Director's Signature: 
Date: 5-20-24

CPO Signature: 
Date: 5/20/24