Meeting Date: 06 /19/07

ACTION	TYPE OF ITEM
■ Approved Recommendation	■ Info/Consent
☐ Ord. No(s). _____	☐ Report
☐ Res. No(s). _____	☐ Public Hearing (Info/consent)
☐ Other _____	☐ Other _____

Prepared By: Loretta L. Fisher LLF Agenda Item No. I-11

Reviewed By: City Manager City Attorney Finance SW Other *(Specify)*

DATE: May 25, 2007

TO: City Council

FROM: Loretta L. Fisher, Workers' Compensation Manager Loretta L. Fisher
Human Resources Department

SUBJECT: **Contract for Professional Services with ComCo Management, Inc.**

RECOMMENDATION

That City Council approve and authorize the Mayor to execute Agreement A-6884 with ComCo Management, Inc. in the amount of $680,000 for providing a workers' compensation third-party administrator for fiscal years 2007 to 2009.

DISCUSSION

Since the early 1980's, the Workers' Compensation Division has contracted with third-party administrators to provide claims management services for their workers' compensation program. In January 2007, a Request for Proposals (RFP) for third party administrator services for the City's workers' compensation program was initiated to ensure that the City was receiving the most competitive pricing and highest quality services for their workers' compensation program.

Fifteen proposals were received as a result of the RFP. These were reviewed to ensure that they met all the established criteria as listed in the RFP. From the original responses, the top four submissions were invited to be interviewed by a committee made up of representatives from the Finance Department, Human Resources, colleagues in the field of workers' compensation from the City of Simi Valley and the County of Ventura.

Oral interviews were conducted on April 24, 2007 of the top four candidates. A series of questions were asked to evaluate the company's technical skills, customer service delivery and claim management success. Based on the recommendations from the committee and a thorough review by the Workers' Compensation Division, staff recommends that the City of Oxnard select ComCo Management as the Third Party Administrator for their workers' compensation program.

FINANCIAL IMPACT

There are recommended funds in Account Number 702-1702-852-8209 to cover the cost of the expenses for fiscal years 2007-2009. No additional appropriations are requested with this agreement. Staff anticipates that budgets in future years will include appropriations sufficient to fund the future expenses.

LLF:bjm

Attachment #1–Agreement A-6884

Note: The Agreement for Consulting Services A-6884 has been provided to the City Council. Copies are available for review at the Circulation Desk in the Library after 6:00 p.m. on the Thursday prior to the Council meeting and at the City Clerk's Office after 8:00 a.m. on Monday, June 18, 2007.