



## Legislation Details (With Text)

**File #:** 12-1497      **Version:** 5

**Type:** Agenda Item      **Status:** Approved

**File created:** 12/4/2012      **In control:** Board of Supervisors

**On agenda:** 1/24/2017      **Final action:** 1/24/2017

**Title:** Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize the following:

- 1) Make findings that it is more economical and feasible to contract out for insurance certificate collection and monitoring services in accordance with Ordinance 3.12.030;
- 2) Approve the continuation of perpetual Agreement 237-S1611 with CSAC-EIA for the provision of CSAC-EIA's contract with Ebix RCS for insurance certificate collection and monitoring services; and
- 3) Approve and authorize the Chair to execute Amendment I to Agreement 237-S1611 adjusting the fees to reflect the annual change in the Consumer Price Index effective January 1, 2017 per the terms of the original agreement, for an estimated cost of \$17,250.

**FUNDING:** Risk Management Internal Service Fund-Liability Sub Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 5A - Approved Blue Route 237-S1611 AMD I 1-24-17, 2. 5B - Amend I to Agreement 237-S1611 1-24-17, 3. Executed Amendment I to Agreement 237-S1611, 4. 4A - Approved Blue Route 237-S1611 12-15-15, 5. 4B - Agreement 237-S1611 12-15-15, 6. Executed Agreement 237-S1611 12-15-15, 7. 2A - Amendment I to Agreement 324-S1311 8-5-14, 8. Executed Amend I 8-5-14, 9. A - Agreement 324-S1311 12-18-12

Date	Ver.	Action By	Action	Result
1/24/2017	5	Board of Supervisors	Approved	Pass
12/15/2015	4	Board of Supervisors	Approved	Pass
9/1/2015	3	Board of Supervisors	Approved	Pass
8/5/2014	2	Board of Supervisors	Approved	Pass
12/18/2012	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize the following:

- 1) Make findings that it is more economical and feasible to contract out for insurance certificate collection and monitoring services in accordance with Ordinance 3.12.030;
- 2) Approve the continuation of perpetual Agreement 237-S1611 with CSAC-EIA for the provision of CSAC-EIA's contract with Ebix RCS for insurance certificate collection and monitoring services; and
- 3) Approve and authorize the Chair to execute Amendment I to Agreement 237-S1611 adjusting the fees to reflect the annual change in the Consumer Price Index effective January 1, 2017 per the terms of the original agreement, for an estimated cost of \$17,250.

**FUNDING:** Risk Management Internal Service Fund-Liability Sub Fund.

**DEPARTMENT RECOMMENDATION**

Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize

the following:

- 1) Make findings that it is more economical and feasible to contract out for insurance certificate collection and monitoring services in accordance with Ordinance 3.12.030;
- 2) Approve the continuation of perpetual Agreement No. 237-S1611 with CSAC-EIA for the provision of CSAC-EIA's contract with Ebix RCS for insurance certificate collection and monitoring services; and
- 3) Approve and authorize the Chair to execute Amendment I to Agreement No. 237-S1611 adjusting the fees to reflect the annual change in the Consumer Price Index (CPI) effective January 1, 2017 per the terms of the original agreement, for an estimated cost of \$17,250.

### **DISCUSSION / BACKGROUND**

On December 15, 2015, the Board approved Agreement 237-S1611 with Ebix BPO for insurance certificate tracking. This agreement replaced and superseded Agreement 324-S1311 executed on August 5, 2014. We are now asking the Board to approve the continuation of this agreement along with the rate increase per the terms of the agreement. Per Section B-1.5 of the original agreement, each January an increase based on CPI will be added to the fee schedule. There was no fee increase implemented in 2016; this increase reflects the CPI changes for 2016 and 2017 per the terms of the agreement.

Following Board approval, the Risk Management Division of the Human Resources Department will work with Procurement and Contracts to increase the blanket purchase order to issue quarterly payments for subsequent fiscal year.

### **ALTERNATIVES**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

No change to Net County Cost. Funding for the agreement is included in the Risk Management budget.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Following Board approval, the Board Clerk will return one fully executed original of the Agreement to Procurement and contracts for distribution and administration.

### **STRATEGIC PLAN COMPONENT**

N/A

### **CONTACT**

Terri Knowlton, Procurement & Contracts