

## OMB Granicus Review

<b>Granicus Title</b>	Second Amendment to the contract with Davies Claims North America, Inc. for workers' compensation third party administration services.				
<b>Granicus ID#</b>	24-0627D	<b>Reference #</b>	21-0239-P	<b>Date</b>	July 29, 2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N	<b>Original Amount</b>	\$ 1,236,600.00
<b>Fund(s)</b>	5005	<b>Amount of Change (+/-)</b>	\$ 50,000.00
<b>Cost Center(s)</b>	371310	<b>Total Amount</b>	\$ 1,286,600.00
<b>Program(s)</b>	1933	<b>Amount Available (FY24)</b>	\$ 6,200,000.00
<b>Account(s)</b>	5240001	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY22 – FY26		

### Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

The Department of Administrative Services (DAS) is seeking the approval of Second Amendment to the Agreement with Johns Eastern Company, Inc. (Johns Eastern) for workers compensation third party administration services. This contract (21-0239-P) was originally approved by the Board of County Commissioners (BCC) on September 9, 2021, with a not-to-exceed threshold of \$1,236,600.00 for a sixty-month term. First Amendment was approved in June 2024; however, it had no fiscal impact and only recognized a corporate name change.

The proposed Second Amendment to the agreement will increase the not-to-exceed threshold from \$1,236,600.00 to \$1,286,600.00, for a difference of \$50,000.00, or 4.0%, and adds a part-time injury counselor. This request is sufficiently budgeted for in the FY24 Adopted Budget of the Department of Administrative Services in the Risk Financing Fund and is included in the FY25 Budget.

**Analyst: Shane Kunze**

**Ok to Sign:** ☒

### Instructions/Checklist

- Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
- Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
- Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Qwestica Budget Software).
- Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
  - Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is \_\_\_\_ percent higher or lower due to \_\_\_\_)"**.
- Save the form with the following naming convention:
  - OMB.Review\_XX-XXXX\_Department\_Subject\_Date)**

- b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
- 6. Upload to Granicus as a numbered attachment.
  - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).