



Finance Committee Meeting Commission Chamber - 2/11/2020

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; Fennoy, Chairman; D. Williams, Vice Chairman; M. Williams, member.
Absent: Hon. Frantom, member.

FINANCE

- | | |
|---|------------------------------------|
| 1. Presentation by Ms. Cecilia Urch regarding a waiver of the late penalty and interest charges on her property taxes for property located at 3408 Deans Bridge Road. | Item Action:
Rescheduled |
|---|------------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation and talk with the Tax Commissioner's Office. Motion Passes 3-0.	Commissioner Marion Williams	Commissioner William Fennoy	Passes

- | | |
|---|---------------------------------|
| 2. Approve Excess Workers' Compensation Insurance with Safety National Casualty with statutory limits and a \$750,000 Self Insured Retention (SIR – otherwise known as the deductible) to cover all positions for a premium of \$380,979. | Item Action:
Approved |
|---|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve				Passes

Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner William Fennoy
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3. Request to approve Augusta Commercial Property Insurance coverage for 2020 offered through Affiliated FM, current carrier, for a premium of \$475,000 for full blanket coverage and limited flood coverage in flood prone areas. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Marion Williams	Passes

4. Motion to approve award of RFP 20-123, Worker Compensation Third Party Administration (TPA) to Corvel Corporation. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Marion Williams	Commissioner Dennis Williams	Passes

5. Motion to approve the minutes of the Finance Committee held on January 28, 2020. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Marion Williams	Commissioner Dennis Williams	Passes



**Finance Committee Meeting
2/11/2020 1:05 PM
Attendance 2/11/20**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month – 2:00 p.m.

Committee meetings: Second and last Tuesdays of each month – 1:00 p.m.

Commission/Committee: (Please check one and insert meeting date)

☐ Commission	Date of Meeting _____
☐ Public Safety Committee	Date of Meeting _____
☐ Public Services Committee	Date of Meeting _____
☐ Administrative Services Committee	Date of Meeting _____
☐ Engineering Services Committee	Date of Meeting _____
☒ Finance Committee	Date of Meeting <u>2.11.20</u>

Contact Information for Individual/Presenter Making the Request:

Name: Cecilia Mack
Address: 3723 Pinnacle Place DR Hephzibah, GA 30815
Telephone Number: 706-798-6038
Fax Number: _____
E-Mail Address: _____

Caption/Topic of Discussion to be placed on the Agenda:

Full consideration on penalty & interest
property located 3408 Deane Bridge Rd. Augusta
GA 30906.

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Suite 220 Municipal Building
535 Telfair Street
Augusta, GA 30901

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: nmorawski@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission meeting and 5:00 p.m. on the Tuesday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

REF: 3408 DEANS BRIDGE RD AUGUSTA, GA 30906

MAP & PARCEL # 107-0-030-06-0

TO: Commissioner MR. Williams,

I am asking to full consideration on my property taxes penalty and interest on location
3408 Deans Bridge Rd Augusta, GA 30906.

In last 20 years, I have never been late on my property taxes since I owned this property.

I have been going through cancer chemo therapy therefore, I have missed my dead line.

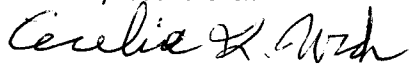
I also notice the mailing address has wrong address as well. (This is not an excuse)

Mrs. Dianne Howard from Tax Commissioner advise me to submit the letter to you.

Please be consider for me on this matter.

Thank you and have a blessed day.

Sincerely: Cecilia Urch

A handwritten signature in black ink, appearing to read "Cecilia Urch", written in a cursive style.

Owner Information

PARK HYUN SOO
3404 DEANS BRIDGE RD
AUGUSTA, GA 30906-9512

Payment Information

Status	Unpaid
Last Payment Date	
Amount Paid	\$0.00

Property Information

Parcel Number	107-0-030-06-0
District	2 RICHMOND COUNTY
Acres	3.86
Description	NO SUB CODE (00000) 00A-0
Property Address	3408 DEANS BRIDGE RD
Assessed Value	\$417,743
Appraised Value	\$1,044,358

Bill Information

Record Type	Property
Tax Year	2019
Bill Number	755802
Account Number	2027364
Due Date	11/15/2019

Taxes

Base Taxes	\$13,623.85
Penalty	\$1,362.39
Interest	\$280.98
Total Due	\$15,267.22



Finance Committee Meeting

2/11/2020 1:05 PM

Cecilia Urch

Department:

Presenter:

Caption: Presentation by Ms. Cecilia Urch regarding a waiver of the late penalty and interest charges on her property taxes for property located at 3408 Deans Bridge Road.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

Excess Workers' Compensation Renewal Proposal for



Presented By:

Andy Dunagan, CWCP, CIC
Vice President, Principal

Steve Kindregan
Risk Adviser

Pritchard & Jerden, Inc.
950 E. Paces Ferry Rd, Ste. 2000
Atlanta, GA 30326
www.pjins.com



Serving Your Interests
Innovative Insurance Solutions



Expiring Program

- **Carrier:** Safety National Casualty Corporation
- **Policy Period:** March 1, 2019 to March 1, 2020
- **Description of Coverage:**
 - Workers Compensation:
 - Statutory Benefits per Applicable State Law
 - Employers Liability:
 - Bodily Injury - Each Accident \$1,000,000
 - Bodily Injury by Disease - Policy Limit \$1,000,000
 - Bodily Injury by Disease - Each Employee \$1,000,000
- **Self-Insured Retention Per Occurrence:** \$750,000
- **Annual Aggregate Deductible:** \$250,000
- **Exposure:**
 - Basis Payroll
 - Estimated Payroll \$111,822,420
- **Rate:**
 - Basis Per \$100 of Payroll
 - Premium Rate .3407
- **Premium:**
 - Deposit Premium (*with Renewal Payroll*) \$380,979

Incumbent Market – 2020 Renewal

- **Carrier:** Safety National Casualty Corporation
- **Policy Period:** March 1, 2020 to March 1, 2021
- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$750,000
 - Annual Aggregate Deductible \$250,000
- **Premium:**
 - Rate per \$100 of Payroll .3407
 - *Rate Comparison (vs. Expiring)* **0.00%**
 - Deposit Premium \$380,979
 - *Premium Comparison (vs. Expiring)* **\$0.00**
- **Subjectivities:**
 - Signed Terrorism form
 - Need details of officer fatality from 11/19/19

Additional Options – 2020 Renewal

Option 1

- **Carrier:** Safety National Casualty Corporation

- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,000,000

- **Premium:**
 - Rate per \$100 of Payroll .2895
 - *Rate Comparison (vs. Expiring)* -15.03%
 - Deposit Premium \$323,726
 - *Premium Comparison (vs. Expiring)* -\$57,253

Option 2

- **Carrier:** Safety National Casualty Corporation

- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,150,000

- **Premium:**
 - Rate per \$100 of Payroll .2685
 - *Rate Comparison (vs. Expiring)* -21.19%
 - Deposit Premium \$300,243
 - *Premium Comparison (vs. Expiring)* -\$80,736

Additional Options – 2020 Renewal

Option 3

- **Carrier:** XL Insurance
(Indication – Subject to additional underwriting)
- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,000,000
- **Premium:**
 - Rate per \$100 of Payroll .4099
 - *Rate Comparison (vs. Expiring)* +20.31%
 - Deposit Premium \$458,360
 - *Premium Comparison (vs. Expiring)* +\$77,381

Option 4

- **Carrier:** Chubb Global Casualty
(Indication – Subject to additional underwriting)
- **Description of Coverage:**
 - Workers' Compensation Statutory
 - Employers' Liability \$1,000,000
 - Self-Insured Retention Per Occurrence \$1,000,000
- **Premium:**
 - Rate per \$100 of Payroll .4398
 - *Rate Comparison (vs. Expiring)* +29.09%
 - Deposit Premium \$491,795
 - *Premium Comparison (vs. Expiring)* +\$110,816

Marketing Summary

- **Synergy Insurance Company**
 - Declined due to heavy law enforcement, fire, and street and road exposure
- **Sompo Japan Ins. Company of America**
 - Unable to compete with Incumbent due to loss experience and exposure
- **Prosight Specialty Insurance**
 - Unable to compete with Incumbent due to loss experience and exposure

Historic Loss Experience

- Loss History Comparison – 2020 vs. 2019**

Row Labels	Open	Closed	Claim Ct.	2020 Net Incurred	2019 Net Incurred	Change
03/01/2010 - 03/01/2011	1	304	305	\$2,369,191.04	\$2,540,259.34	-\$171,068.30
03/01/2011 - 03/01/2012	2	275	277	\$1,857,834.57	\$1,779,243.61	\$78,590.96
03/01/2012 - 03/01/2013	2	244	246	\$1,925,075.09	\$1,885,805.62	\$39,269.47
03/01/2013 - 03/01/2014	2	297	299	\$1,743,629.88	\$1,765,937.48	-\$22,307.60
03/01/2014 - 03/01/2015	4	315	319	\$2,862,594.94	\$2,845,824.57	\$16,770.37
03/01/2015 - 03/01/2016	3	246	249	\$2,221,960.06	\$2,401,910.60	-\$179,950.54
03/01/2016 - 03/01/2017	7	265	272	\$3,169,591.21	\$2,836,971.71	\$332,619.50
03/01/2017 - 03/01/2018	9	245	254	\$2,004,646.62	\$1,685,222.57	\$319,424.05
03/01/2018 - 03/01/2019	19	265	284	\$2,235,773.31	\$1,291,027.55	\$944,745.76
03/01/2019 - 03/01/2020	<u>59</u>	<u>136</u>	195	<u>\$763,665.29</u>		<u>\$763,665.29</u>
Grand Total	108	2592	2700	\$21,153,962.01	\$19,032,203.05	\$2,121,758.96

- Large Loss History – Excess \$200,000**

Claim Number	Injury Da	Claimant Name	Statu	Gross Pa	Recoveri	Net Pa	Reserv	Gross Incurr	Net Incurr
0604-WC-10-0500329	01/28/2010	YOUNG, DAVID A	Re-open	\$212,329.78	\$40,000.00	\$172,329.78	\$8,728.40	\$221,058.18	\$181,058.18
0604-WC-10-0500433	05/24/2010	SEYMORE, ROBERT	Closed	\$666,044.52	\$66,044.52	\$600,000.00	\$0.00	\$666,044.52	\$600,000.00
0604-WC-10-0500522	08/26/2010	Harrison, Jacob	Closed	\$589,622.79	\$0.00	\$589,622.79	\$0.00	\$589,622.79	\$589,622.79
0604-WC-11-0500281	01/18/2011	JENNE, STEVEN L	Open	\$325,810.56	\$0.00	\$325,810.56	\$37,070.94	\$362,881.50	\$362,881.50
0604-WC-11-0500300	03/02/2011	PROKOSA, NICKOLAS R	Open	\$253,278.56	\$0.00	\$253,278.56	\$69,651.41	\$322,929.97	\$322,929.97
0604-WC-11-0500526	09/19/2011	MERRIWEATHER, TIMOTHY	Open	\$290,261.97	\$0.00	\$290,261.97	\$80,812.70	\$371,074.67	\$371,074.67
0604-WC-12-0500256	01/14/2012	MADDOX, GEORGE	Closed	\$213,544.09	\$3,000.00	\$210,544.09	\$0.00	\$213,544.09	\$210,544.09
0604-WC-12-0500375	05/10/2012	PEARSON, MELINDA	Re-open	\$207,939.91	\$0.00	\$207,939.91	\$8,207.05	\$216,146.96	\$216,146.96
0604-WC-13-0500286	01/11/2013	FOWLER, STEPHEN E	Open	\$339,289.96	\$0.00	\$339,289.96	\$81,583.56	\$420,873.52	\$420,873.52
0604-WC-13-0500440	08/29/2013	BATCHELOR, CHERYL	Closed	\$221,537.53	\$0.00	\$221,537.53	\$0.00	\$221,537.53	\$221,537.53
0604-WC-13-0500536	12/06/2013	GARNER, MICHAEL P	Open	\$217,419.16	\$0.00	\$217,419.16	\$43,034.86	\$260,454.02	\$260,454.02
0604-WC-14-0500395	03/18/2014	WEST, JAMES R	Open	\$454,173.47	\$0.00	\$454,173.47	\$108,047.80	\$562,221.27	\$562,221.27
0604-WC-14-0500546	08/27/2014	SEVIER, MARK J	Closed	\$211,182.80	\$0.00	\$211,182.80	\$0.00	\$211,182.80	\$211,182.80
0604-WC-14-0500582	10/06/2014	BOOKER, LARRY	Open	\$269,568.00	\$0.00	\$269,568.00	\$54,571.16	\$324,139.16	\$324,139.16
0604-WC-15-0000130	05/27/2015	Neal, Douglas L	Open	\$239,897.26	\$0.00	\$239,897.26	\$46,077.74	\$285,975.00	\$285,975.00
0604-WC-16-0000114	05/02/2016	MATERNA, MICHAEL J	Open	\$638,485.25	\$0.00	\$638,485.25	\$138,327.53	\$776,812.78	\$776,812.78
0604-WC-16-0000338	11/02/2016	McClendon, Alfred	Open	\$259,752.89	\$0.00	\$259,752.89	\$71,921.91	\$331,674.80	\$331,674.80
0604-WC-17-0000046	02/18/2017	HODSON, LARRY L	Open	\$236,731.33	\$0.00	\$236,731.33	\$198,253.67	\$434,985.00	\$434,985.00
0604-WC-18-0000255	09/04/2018	STALLINGS, WESLEY M	Open	\$213,359.24	\$0.00	\$213,359.24	\$157,565.76	\$370,925.00	\$370,925.00

Disclosures

Notice

The purpose of this summary is to provide a brief description of the key coverages and to highlight selected information. It is not intended to completely identify all of the coverages and exclusions that are part of your program. The actual policy forms are the only complete representation of exclusions and limitation and constitute the legal contract between you and the insurance company. Please read your policies for specific details of coverages.

Audit

Your policy is subject to audit by the insurance company, at which time, new operations may be noted and appropriate premium adjustments made. To make sure that your policy is properly written to provide the coverage you expect, you should always let us know of any new business activities you have made or are planning. In addition, your liability, auto, and workers compensation insurance policies are based upon estimates of annual sales and payrolls. An audit of these policies may result in return or additional premiums.

Contingent Profit Sharing and Supplemental Compensation Notice

Pritchard & Jerden has supplemental compensation arrangements with some insurance companies. These compensation arrangements are company specific and vary by company. We may receive additional compensation from these arrangements. These arrangements are typically based on growth, profitability and retention.

The additional compensation payable under these arrangements represents less than 1% of Pritchard & Jerden's written premium. We are able to provide more specific information at an individual client's request.



Finance Committee Meeting
2/11/2020 1:05 PM
2020 Renewal of Excess Worker Compensation Insurance

Department:	Finance/Risk Management
Presenter:	Joe Crozier/Judy Blackstone
Caption:	Approve Excess Workers' Compensation Insurance with Safety National Casualty with statutory limits and a \$750,000 Self Insured Retention (SIR – otherwise known as the deductible) to cover all positions for a premium of \$380,979.
Background:	Augusta is self-insured for all Worker's Compensation Claims. By purchasing an excess claims policy, exposure is limited to payment of claims below that amount. Simply stated, each worker's compensation claim has the potential cost of \$750,000 to the government before the excess coverage policy takes effect.
Analysis:	Past claim experience, current claim exposure, and potential future cost were considered. It was determined that an SIR of \$750,000 is appropriate for our level of risk. Corvel, our Workers' Compensation Third Party Administrator, was requested to obtain quotes from A or A+ rated companies that offer this type policy. Corvel received the following quotes from the following companies: Safety National Casualty XL Insurance Chubb Global Casualty The following companies declined to provide an offer: Synergy Insurance Company Sompo Japan Insurance Company of America Prosight Specialty Insurance
Financial Impact:	Maintaining the SIR of \$750,000 offers the greatest value (cost of premium relative to expected claim exposure) to Augusta-Richmond County government.
Alternatives:	1) Increase level of coverage threshold to \$1,000,000 per claim (increasing out of pocket cost by \$250,000 per claim, or 2) Drop coverage accepting full exposure/cost for any catastrophic job related injury. 3) Decrease SIR in exchange for significantly higher premium

Recommendation: Approve coverage with Safety National Casualty (lowest premium quote) with SIR of \$750,000 for all positions with Statutory Limit for a deposit premium of \$380,979.

**Funds are
Available in the
Following
Accounts:** 621 01 5233 WC/Risk Management

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

Augusta-Richmond County

Prepared by Dawson, Taylor & Company

Coverage & Premium Comparison

Affiliated FM

Total Insured Value	\$702,482,863	\$475,000 Full Blanket All Risk
Boiler & Machinery	\$702,482,863	
*Flood	\$ 50,000,000	Included
**Flood Tier 1	\$ 5,000,000	Included
*Earthquake	\$100,000,000	Included
Terrorism	Included	
Engineering Fee	Included	

Fort Gordon Water System Substantiated values will be added
Premium will be adjusted

Travelers	\$702,482,863	*Limited Blanket
Boiler & Machinery	\$100, 0000,000	Included
Flood	\$0	not offered
Earthquake	\$50,000,000	Included
Terrorism	\$10,000	Included

NOTE:
Earthquake deductibles are \$100,000

*Pricing not yet received

Augusta-Richmond County

Marketing Declinations

- | | |
|--------------------|---|
| 1. Zurich | No Flood, Pricing Not Yet Received
Engineering Information exhaustive |
| 2. Travelers | Pricing Not Yet Received |
| 3. Alliant | Declined due to Rates. Capacity
Cannot compete with AFM on Scheduled
Values |
| 4. Chubb | Declined for Class Catastrophic Component
\$500,000,000 max capacity |
| 5. Lexington (AIG) | Excessive Rate, Not Admitted in Georgia |
| 6. Great American | Pricing Not Yet Received |
| 7. AXA XL | Layered Program
Not Competitive |



Finance Committee Meeting

2/11/2020 1:05 PM

Approve 2020 Augusta Commercial Property Insurance Renewal

Department:	Finance
Presenter:	Joe Crozier
Caption:	Request to approve Augusta Commercial Property Insurance coverage for 2020 offered through Affiliated FM, current carrier, for a premium of \$475,000 for full blanket coverage and limited flood coverage in flood prone areas.
Background:	Augusta has elected to use Property Insurance Broker Services and carry commercial property insurance on its properties since consolidation. The Risk Management Office staff inspects all Augusta properties annually and works with insurance company engineers in helping to reduce risk of property loss to Augusta.
Analysis:	Dawson & Taylor Insurance Company seek annual quotes from the insurance market for "all risks" coverage on buildings and contents. Please see attachments for quote summary and list of declinations. Several insurers did not qualify or declined to quote coverage. Quotes are obtained from companies with A or better rating. Affiliated FM is the low bidder and is providing the greatest level of coverage for the exposure. Current coverage carries a \$50,000 deductible per occurrence except for flood and earthquake.
Financial Impact:	A premium for blanket coverage is being offered on total property values of \$702,482,863 for \$475,000 with a \$50,000 deductible. Fort Gordon Water System – Substantiated values will be added – Premiums will be adjusted. The quote from Affiliated FM includes flood coverage.
Alternatives:	Drop coverage and retain risk, 2. Reduce premiums by only insuring those properties representing the largest losses should an event damage the structures (Municipal Building, Law Enforcement Center, Judicial Center, RCCI, etc.)

Recommendation: Approve Commercial Property Insurance coverage renewal for 2020 through Affiliated FM for a premium of \$475,000 which includes flood coverage and Boiler & Maintenance coverage. Effective March 1, 2020 - March 1, 2021

Funds are Available in the Following Accounts: Funds are Available in the Following Accounts: 611 015212 Risk Management General Insurance Fund Account

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

Request for Proposal

Request for Proposals will be received at this office until **Tuesday, December 3, 2019 @ 11:00 a.m.** for furnishing:

**RFP Item # 20-123 Third Party Administration Services for Workers Compensation Augusta GA -
Finance Department – Risk Management Division
Commodity Code: 001-953-92, 032-949-93, 032-949-95, 032-949-94**

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:
Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARCBid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, November 15, 2019, @ 5:00 P.M. No RFP will be accepted by fax, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of 120 days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	October 24, 31, November 7, 14, 2019
Metro Courier	October 24, 2019



RFP Opening - RFP #20-123
Third Party Administration Services for Workers Compensation
Augusta GA - Finance Department – Risk Management Division
RFP Date: Tuesday, December 3, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 18
 Total Number Specifications Download (Demandstar): 7
 Total Electronic Notifications (Demandstar): 114
 Georgia Procurement Registry: 84
 Mandatory Pre-Proposal/Telephone Conference Attendees: NA
 Total packages submitted: 10
 Total Noncompliant: 1

VENDORS	Attachment "B"	E-Verify #	Addendum 1	SAVE Form	Original	7 Copies	Fee Proposal
USIS, IND 5728 MAJOR BLVD, SUITE 450 ORLANDO, FL 32819	Yes	788434	Yes	Yes	Yes	Yes	Yes
BRENTWOOD SERVICES ADMINISTRATORS 104 CONTINENTAL PLACE, SUITE 200 BRENTWOOD, TN 37027	Yes	311414	Yes	Yes	Yes	Yes	Yes
SPECIALIZED CONTRACT ADMINISTRATORS 301 RIDGELAND DR GREENVILLE, SC 29601	Yes	524292	Yes	Yes	Yes	Yes	Yes
COLLINS AND COMPANY, INC. 1275 SHILOH RD, NW KENNESAW, GA 30144	Yes	584152	Yes	Yes	Yes	Yes	Yes
CORVEL CORPORATION/ ATLANTA 1745 NORTH BROWN RD., SUITE 275 LAWRENCEVILLE, GA 30043	Yes	455543	Yes	Yes	Yes	Yes	Yes
GEORGIA ADMINISTRATIVE SERVICES 1775 SPECTRUM DRIVE, SUITE 100 LAWRENCEVILLE, GA 30043	Yes	538521	Yes	Yes	Yes	Yes	Yes
JOHNS EASTERN COMPANY 6015 RESOURCE LANE LAKEWOOD RANCH, FL 34202	Yes	708337	Yes	Yes	Yes	Yes	Yes
JOHNSTON & ASSOC. / OCCUSURE 830 CRESCENT CENTRE DR., SUITE 220 FRANKLIN, TN 37067	Yes	844277	Yes	Yes	Yes	Yes	Yes
SEDGWICK 8125 SEDGWICK WAY MEMPHIS, TN 38125	Yes	36-2685608 No Non- Compliant	Yes	Yes	Yes	Yes	Yes
TRISTAR INSURANCE GROUP 100 OCEANGATE, SUITE 700 LONGBEACH, CA 90802	Yes	205759	No Non-Compliant	Yes	Yes	Yes	Yes

Augusta
GEORGIA

RFP Opening - RFP #20-123
Third Party Administration Services for Work
Augusta GA - Finance Department - Risk Mit
RFP Evaluation Committee Meeting: Monday, Decen

Vendors	USIA, INC 5728 MAJOR BLVD, SUITE 450 ORLANDO, FL 32819	BRENTWOOD SERVICES ADMINISTRATORS 104 CONTINENTAL PLAZA, SUITE 200 BRENTWOOD, TN 37027	SPECIALIZED CONTRACT ADMINISTRATORS 301 RICHIELAND DR GREENVILLE, SC 29601	COLLINS AND COMPANY, INC. 1275 SHILOH RD, NW KENNESAW, GA 30144	COBEL CORPORATION/ ATLANTA 3745 NORTH BUCKWOLD RD., SUITE 275 LAWRENCEVILLE, GA 30043	GEORGIA ADMINISTRATIVE SERVICES 1775 SPECTRUM DRIVE, SUITE 100 LAWRENCEVILLE, GA 30043	JOHNS EASTERN COMPANY 6015 REDWOOD LANE LAKESIDE MANOR, FL 34022	JOHNSTON & ASSOC. / OCCURENCE BND CREDIT CENTRE DR., SUITE 230 FRANKLIN, TN 37067	SEBOWICK 8125 SEDGWICK WAY WIRAPIN, TN 38225	TRISTAR INSURANCE GROUP 100 OCEANGATE, SUITE 700 LONGBEACH, CA 90802
Phase 1										
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)							
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS	FAIL	FAIL
2. Qualifications & Experience A. Organization & Approach B. Scope of Services • Client Management • Customer Service, • Cost Savings to Augusta, GA through WC Special Programs • Schedule of Work	(0-5) (0-5) (0-5)	20.0 15.0 20.0	4.0 4.1 3.3	4.0 4.0 3.0	5.0 4.4 5.0	5.0 4.1 4.0	4.0 4.0 3.0	3.0 3.0 2.0	3.0 3.0 2.0	3.0 3.0 2.0
3. Financial Stability	(0-5)	5.0	3.5	3.0	5.0	3.5	4.5	2.4		
6. References	(0-5)	5.0	4.5	3.5	4.8	4.8	4.0	2.0		
7. Proximity to Area (only choose 1 line according to location of the company - enter the ranking value for the one line only)										
Within Richmond County	5.0	10.0								
Within CSA	5.0	6.0								
Within Georgia	5.0	4.0		5.0	5.0	5.0		5.0		
Within SE United States (includes AL, TN, NC, SC, FL)	5.0	2.0	5.0	5.0						
• All Others	5.0	1.0								
Phase 1 Total - (Total Maximum Ranking 30 - Maximum Weighted Total Possible 375)			24.4	19.0	29.1	26.4	24.5	17.4		
Phase 2 (Option - Numbers 8-9) (Vendors May Not Receive Less Than a 3 Ranking In Any Category to be Considered for Award)										
8. Presentation by Team	(0-5)	10.0	4.0	0.0	5.0	4.0	3.5	0.0		
9 Q&A Response to Panel Questions	(0-5)	5.0	4.0	0.0	4.8	3.8	3.8	0.0		
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for this one line only)										
Lowest Fees	5.0	10.0				5.0				
Second	5.0	6.0			5.0					
Third	5.0	4.0					5.0			
Fourth	5.0	2.0	5.0							
Fifth	5.0	1.0								
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 425)			0.0	0.0	14.8	12.8	7.3	0.0		
Total Total Possible Score 500			24.4	19.0	43.9	39.1	31.8	17.4		
Internal Use Only										
Evaluator: _____ Date: 1/17/20										
Procurement Department Representative: Nancy Williams										
Procurement Department Completion Date: 1/17/20										

ers Compensation
 nagement Division
 nber 13, 2019 @ 3:00 p.m.

USIS, INC. 5728 MAJOR BLVD, SUITE 450 ORLANDO, FL 32819	BRENTWOOD SERVICES ADMINISTRATORS 104 CONTINENTAL PLACE, SUITE 200 BRIKFWOOD, TN 37027	SPECIALIZED CONTRACT ADMINISTRATION 301 RIDGEHILL DR GREENVILLE, SC 29601	COLLINS AND COMPANY, INC. 1275 DULCH RD, NW KENNESAW, GA 30144	CORVEL CORPORATION/ATLANTA 374 NORTH BROWN BL. SUITE 275 LAWRENCEVILLE, GA 30043	GEORGIA ADMINISTRATIVE SERVICES 3775 SPECTRUM DRIVE, SUITE 100 LAWRENCEVILLE, GA 30043	JOHN'S EASTERN COMPANY 6012 RESOURCE LANE LARGEVILLE, FL 32082	KONATEON & ASSOC. / OCCLUSIONE 818 ORCHARD CENTRE DR., SUITE 220 FRANKLIN, TN 37067	SEDERWICK 8125 SEDERWICK WAY MEMPHIS, TN 38125	TRISTAR INSURANCE GROUP 100 OGDONIANE, SUITE 700 LONGBEACH, CA 90802
Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores	Weighted Scores
PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	FAIL	FAIL
80.0	80.0	60.0	80.0	100.0	100.0	80.0	60.0		
61.9	60.0	45.0	41.3	65.6	61.9	60.0	45.0		
65.0	80.0	40.0	57.5	100.0	80.0	60.0	40.0		
17.5	10.0	15.0	15.0	25.0	17.5	22.5	11.9		
22.5	0.0	18.8	17.5	23.8	23.8	20.0	10.0		
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
0.0	0.0	0.0	20.0	20.0	20.0	0.0	0.0		
10.0	10.0	10.0	0.0	0.0	0.0	10.0	10.0		
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
256.9	240.0	188.8	231.3	334.4	303.1	252.5	176.9		
40.0	0.0	0.0	0.0	50.0	40.0	35.0	0.0		
20.0	0.0	0.0	0.0	23.8	18.8	18.8	0.0		
0.0	0.0	0.0	0.0	0.0	50.0	0.0	0.0		
0.0	0.0	0.0	0.0	30.0	0.0	0.0	0.0		
0.0	0.0	0.0	0.0	0.0	0.0	20.0	0.0		
10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
70.0	0.0	0.0	0.0	103.8	108.8	73.8	0.0		
326.9	240.0	188.8	231.3	438.1	411.9	326.3	176.9		

Internal Use Only

Evaluator: Cumulative Date: 1/17/20

Procurement Department Representative: Nancy Williams
 Procurement Department Completion Date: 1/17/20



Donna B. Williams, CGFM
Director

Timothy E. Schroer, CPA, CGMA
Deputy Director

January 17, 2020

Ms. Geri Sams
Procurement Director
535 Telfair Street, Suite 605
Augusta, GA 30901

RE: RFP Item #20-123 Third Party Administrative Services for Worker Compensation

Dear Ms. Sams:

The Evaluation Committee for Worker Compensation Third Party Administrative Services (RFP # 20-123) has reviewed and scored responses to this request for proposals. It is the consensus and recommendation of the Evaluation Committee that Corvel Corporation, be awarded the bid for Worker Compensation Services.

Based on the criteria used, I concur with the recommendations of the Evaluation Committee.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Schroer", written over a horizontal line.

Timothy E. Schroer, CPA, CGMA
Deputy Director – Finance

FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* The competitive sealed proposals method may be utilized when the Augusta, Georgia Administrator approves the written justification of the Procurement Director or using agency head that the sealed bid method is not in the best interest of Augusta, Georgia. Generally, this method may be used when competitive sealed bidding (involving the preparation of detailed and specific specifications) is either not practicable or not advantageous to Augusta, Georgia. Augusta, Georgia is not restricted from using alternative procurement methods for obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.
- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).

- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:
 - (1) The ability, capacity, and skill of the offeror to perform the contract or provide the services required;
 - (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and

ordinances relating to the contract or services;

- (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
- (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
- (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.
- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

User: Williams, Nancy

Organization:

City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)**Bid Number** RFP-20-123-0-2020/nw**Bid Name** Third Party Administration Services for Workers Compensation

10 Document(s) found for this bid

7 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Brentwood Services	8154771337	8154771375	8			Documents
BSI Companies	8642405806		10			Documents
Claims Adjuster Team	8134102864		10	1. African American Owned 2. Small Business 3. Woman Owned		Documents
Johnston & Associates	6155151788		10			Documents
OccuSure Workers' Compensation Specialists	9413760554		1			Documents
The Hawk Firm	7067248537		1			Documents
TRISTAR Insurance Group	7145430700	7145711844	10			Documents

Page 1 of 1

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BIDDERS LIST

BID ITEM # 20-123 COST \$ _____

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	JOHNS EASTERN COMPANY, INC. ATTN: DEIRDRE HARRIS PO BOX 110259 LAKEWOOD RANCH, FL 34211	Phone ext. 1302 941-907-3100	10/28/19	20-123	DW	U.S. ma: 1
2		Fax 813-402-7917				
3	THE UNDERWRITERS GROUP, INC. ATTN: JEANNE WINKLER 1700 EASTPOINT PARKWAY LOUISVILLE, KY 40223	Phone 502-489-6288	10/28/19	20-123	DW	U.S. ma: 1
4		Fax 502-244-1115				
5	Johns Eastern Company, Inc. Attn: Karen Mischak P.O. Box 110259 Lakewood Ranch, FL 34211					
6						
7	Collins and Company, Inc. 555 River Street Chattanooga, TN 37405		11/15/19		NW	MSM41
8						
9						
10						
11						

COMP MANAGEMENT
ATTN: KATHY JOHNSON
1990 WILDWOOD SPRINGS DR.
ROSWELL, GA 30075

UNDERWRITERS SAFETY & CLAIMS
ATTN: BID DEPARTMENT
1700 EASTPOINT PARKWAY
LOUISVILLE, KY 40223

GEORGIA ADMINISTRATIVE
SERVICES
ATTN: CARLA EDWARDS
1775 SPECTRUM DRIVE
LAWRENCEVILLE, GA 30034

COMPANION THIRD PARTY
ADMINISTRATORS
ATTN: KEVIN M. ELMORE
P.O. BOX 100159
COLUMBIA, SC 29202-3165

HILB, ROGAL & HOBBS
ATTN: HENRY LEVENS
P.O. BOX 10487
BIRMINGHAM, AL 35202

USIS
ATTN: RON WARBLE
140 ALEXANDRIA BLVD.
OVIEDO, FL 32765

CORVEL CORPORATION/ATLANTA
ATTN: SCOTT C. HUGHES
2905 PREMIERE PKWY., SUITE. 125
DULUTH GA 30097

RISK MANAGEMENT SERVICES
COMPANY
P. O. BOX 22989
LOUISVILLE, KY 40252

U.S. RISK INSURANCE GROUP
ATTN: UNISOURCE PROGRAM
ADMINISTRATORS
3665 BEE RIDGE RD., SUITE 214
SARASOTA, FL 34233

PMA MANAGEMENT CORP
ATTN: JULIA M. HOUK
1100 ABERNATHY ROAD NE
BUILDING 500, SUITE 650
ATLANTA GA 30328

ABERCROMBIE, SIMMONS &
GILLETTE, INC.
ATTN: DOUG METZ
6000 FAIRVIEW ROAD, SUITE 1200
CHARLOTTE, NC 28210

RISK MANAGEMENT SERVICES
COMPANY
P. O. BOX 22989
LOUISVILLE, KY 40252

OCCUSURE
ATTN: BID DEPARTMENT
6 CADILLAC DRIVE
SUITE 370
BRENTWOOD, TN 37027

BRENTWOOD SERVICES
ADMINISTRATORS
ATTN: BID DEPARTMENT
PO BOX 1125
BRENTWOOD, TN 37024-1125

Joe Crozier
Risk Management

Donna Williams
Finance Department

Treza Edwards
Compliance

BID ITEM #20-123
Third party administrative Services for Workers
Compensation
Finance Dept. / Risk Management
MAILED: FRIDAY, October 25, 2019

BID ITEM #20-109
Third party administrative Services for
Workers Compensation
Finance Dept. / Risk Management
DUE: December 3, 2019 @ 11:00 a.m.

BID ITEM #20-123
PG 1 OF 1

	WELLS FARGO INSURANCE SERVICES USA INC 2019-10-25			
	WELLS FARGO INSURANCE SERVICES USA INC 2019-10-25	mike.lamb@wellsfargo.com LAMB, MIKE		
	WELLS FARGO INSURANCE SERVICES USA INC 2019-10-25	taylor.anderson@wellsfargo.com JTANDE0, JTANDE0		
581704046	WILLIS INSURANCE SERVICES OF GEORGIA INC 2019-10-25	melissa.gran@willis.com WILLISHCP, WILLISHCP	N	NOM
263664017	WS Pharr & Co, LLC 2019-10-25	MMoore@WSPharr.com Moore, Missy	N	NOM
270121744	WellWomanAssociation, Inc. 2019-10-25	jaymiephs@aol.com Satterfield, Jaymie	Y	AFA
131963636	YORK RISK SERVICES GROUP INC 2019-10-25	alison.lehnberg@yorkrsg.com YORKRISKORANGE, YORKRISKORANGE	N	NOM
	YORK RISK SERVICES GROUP INC 2019-10-25	marc.ratnowsky@york-claims.com Ratnowsky, Marc		

ETHNIC GROUP	COUNT
African American	22
Asian American	1
Native American	0
Hispanic/Latino	0
Pacific Island/American	0
Non Minority	61
Not Classified	0
Total Number of Vendors	84
Total Number of Contacts	133

PR_bid_email_list

RFP 20-123
Georgia Procurement Registry Vendor Summary



Finance Committee Meeting
2/11/2020 1:05 PM
Award of RFP 20-123 Worker Compensation TPA

Department: Finance/Risk Management

Presenter: Joe Crozier/Judy Blackstone

Caption: Motion to approve award of RFP 20-123, Worker Compensation Third Party Administration (TPA) to Corvel Corporation.

Background: The contract for TPA for Worker Compensation is due for renewal in year 2020. The Procurement Department advertised the RFP on behalf of Risk Management and received 10 bids: 8 bids met Procurement requirements and were evaluated. The 4 top scoring respondents provided presentations to Procurement and the Evaluation Committee. Corvel received the highest score and is hereby recommended for award of the bid.

Analysis: Corvel is the current provider of TPA services for Augusta GA. Risk Management has found Corvel Corporation to be a great partner in providing excellent service to employees of Augusta, GA. CorVel offers Augusta a 24/7 Nurse Triage call center at no additional cost to Augusta. Normal charge per call is \$125.00. Augusta's employees have called CorVel's 24/7 nurse line 1,354 times since 2/2015. Direct savings of \$169,250.00, (1,354 calls x normal fee of \$125.00/call) have benefited Augusta. Additionally, 39% of all calls to Corvel's 24/7 nurse line have resulted in First Aid/Self Care avoiding a medical only or lost time claim. Corvel offers many features that offer a more proactive approach to reducing worker's compensation claims and premiums and returning Augusta employees to work as quickly as possible.

Financial Impact: Year One \$75,000 Year Two \$80,000 Year Three \$85,000

Alternatives: Consider another provider with a lower score

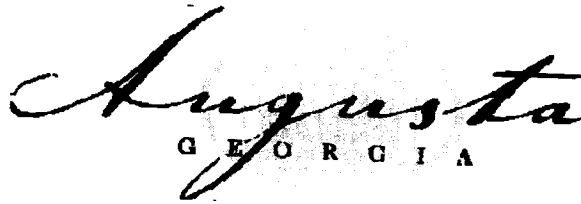
Recommendation: Award RFP 20-123, contract for Workers Compensation Third Party Administrator services to Corvel Corporation.

**Funds are
Available in the
Following
Accounts:**

Funding is available from Account 621 01 5231

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Law.
Administrator.
Clerk of Commission**



Finance Committee Meeting Commission Chamber - 1/28/2020
ATTENDANCE:

Present: Hons. Fennoy, Chairman; D. Williams, Vice Chairman; M. Williams and Frantom, members.
Absent: Hon. Hardie Davis, Jr., Mayor.

FINANCE

1. Motion to approve the minutes of the Finance Committee held on January 14, 2020.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Fennoy	Passes

www.augustaga.gov



**Finance Committee Meeting
2/11/2020 1:05 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on January 28, 2020.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:
