Title: Contract Supplement: Certificates of Insurance Management Services

Location: Citywide

Recommendation: Pass a Motion: 1) ratifying $8,800 paid to Exigis, LLC. for one-time configuration services rendered in July, 2017; 2) authorizing the City Manager or City Manager’s designee to execute Supplemental Agreement No. 1 to City Agreement No. 2016-0540 with Exigis, LLC. for certificates of insurance management services, in an amount not to exceed $197,500, for a new Agreement total not to exceed amount of $300,000; and 3) resetting the City Manager’s authority to issue supplemental agreements for City Agreement No. 2016-0540.

Contact: Katherine Robbins, Support Services Manager, (916) 808-1562; Patrick Flaherty, Risk Manager, (916) 808-8587, Department of Human Resources.

Presenter: None

Attachments:
1-Description/Analysis
2-Contract Supplement
Description/Analysis

**Issue Detail:** City departments have an ongoing need for certificates of insurance management services. CSAC/Exigis, LLC (Contractor) was awarded a contract for a not-to-exceed amount of $93,700 for certificate of insurance evaluation services on May 10, 2016. There has been a greater citywide use of the contract than originally estimated. The not-to-exceed amount of the contract has been exceeded and needs to be increased to ratify past citywide expenditures and pay ongoing costs.

**Policy Considerations:** The recommendations in this report are in accordance with the City standards for supplies and services (City Code Section 3.56).

**Economic Impacts:** None.

**Environmental Considerations:** This report concerns administrative activities and governmental fiscal activities that do not constitute a “project” as defined by the CEQA Guidelines Sections 15378(b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines 15060(c)(3)).

**Sustainability:** None.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** The City awarded a contract in the amount of $93,700 to Contractor on May 10, 2016, for a two-year term with one annual renewal option for certificates of insurance services. Staff recommends Council ratify the prior expense in the amount of $8,800 for the data exchange and daily transmission services and approve Supplemental Agreement No. 1 for Agreement 2016-0540 with the Contractor for an amount of $197,500, bringing the Agreement’s total not-to-exceed to amount to $300,000.

**Financial Considerations:** Funding is available in the Department of Human Resources Fiscal Year 2018/19 Operating Budget through June 30, 2019 to pay for the required services. Services received after June 30, 2019, are subject to funding availability in the budget adopted of the applicable fiscal year.

**Local Business Enterprise (LBE):** CSAC/Exigis, LLC is an LBE.
CONTRACT ROUTING SHEET

Contract Cover/Routing Form: Must Accompany ALL Contracts; however, it is NOT part of the contract.

General Information (Required)
Original Contract #: (supplements only): 2016-0540
Assessor's Parcel Number(s):
Contract Effective Date: 04/27/2016
$ Amount (Not to Exceed): $ 300,000.00
Other Party: Exigis, LLC
Project Title: Certificates of Insurance Management
Project #: ______________________ Bid/RFQ/RFP #: ______________________
City Council Approval: YES if YES, Council File ID#: 2018-01634

Contract Processing Contacts
Department: Human Resources
Contract Coordinator: Katherine Robbins
Project Manager: Patrick Flaherty
Phone Ext. 1562

Department Review and Routing
Accounting: [Signature] 11/16/18
Supervisor: [Signature] [Date]
Division Manager: [Signature] [Date]
Other: [Signature] [Date]

Special Instruction/Comments (i.e. recording requested, other agency signatures required, etc.)

---------------------------------------------FOR CLERK & IT DEPARTMENTS ONLY -- DO NOT WRITE BELOW THIS LINE---------------------------------------------

--------------Date Received Stamp(s)--------------
SUPPLEMENTAL AGREEMENT

Project Title and Job Number: Certificates of Insurance Management
Purchase Order #: Supplemental Agreement No.:  

The City of Sacramento ("City") and Exigis, LLC ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2016-0540, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

   The scope of services was amended to add in addendum 1, and additional compensation is needed to continue services through 6/30/2020.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by $198,200, and the Agreement's maximum not-to-exceed amount is amended as follows:

   Agreement's original not-to-exceed amount: 93,700.00
   Net change by previous supplemental agreements: 8800.00
   Not-to-exceed amount prior to this supplemental agreement: 102,500.00
   Increase by this supplemental agreement: 197,500.00
   New not-to-exceed amount including all supplemental agreements: 300,000.00

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.

4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.

5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:  

[Signature]

Project Manager

Approved By:  

[Signature]

Contractor

Approved By:  

[Signature]

City of Sacramento

Approved As To Form By:  

[Signature]

City Attorney

Attested To By:  

[Signature]

CSAC-EIA

City Clerk

(Rev. 9-17-12)
Addendum-1
City of Sacramento, CA
Amendment to Statement of Services

Effective July 28, 2017, the Statement of Services ("SOS"), Exhibit D-6, of the Participating Entity Service Agreement (2016-0540) by and between City of Sacramento ("Member") and Exigis, LLC. ("Exigis") and effective April 27, 2016 (the "Agreement") is hereby modified to provide expanded Configuration Services relating to RiskWorks rm.Compliance as described below.

All capitalized terms not defined herein shall have the meaning given to such terms in the Agreement or SOS, as applicable.

DESCRIPTION OF SERVICES

Services to be performed under this Addendum-1 will be in addition to Services performed under the Agreement.

The scope of rm.Compliance Services shall be expanded to include the configuration of data exchange and daily transmission of structured data files between PeopleSoft and RiskWorks.

Onetime Configuration Services

Type: Two-way electronic transmission of structured data file between PeopleSoft and RiskWorks

Functions: PeopleSoft to RiskWorks – Automate the transmission of structured data relating to new PeopleSoft contracts and modifications to existing PeopleSoft contracts

RiskWorks to PeopleSoft – Report daily contract compliance conversions

Frequency: Daily, every day at 11:59 pm Eastern Time [8:59 pm Pacific Time]

Format: Exigis FTP server

Data: Structured CSV data file formatted to include a predefined set of agreed upon data fields

EFFORT AND FEES

Onetime Fees
The table below outlines Onetime Fees relating to the expanded Services described in this Addendum-1.
The fee described in this Addendum-1 is based on available information. The fee is subject to change (by agreement of the Parties) should the actual project scope exceed the provisions agreed upon herein.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration Services Fee:</td>
<td>$8,800.00</td>
</tr>
<tr>
<td><strong>Total Onetime Services Fee:</strong></td>
<td><strong>$8,800.00</strong></td>
</tr>
</tbody>
</table>

[Signature page to follow]
SIGNATURES

Each Party represents and warrants that on this date they understand and agree to the terms and conditions of this Addendum-1 and are duly authorized to bind their respective principals by their signatures.

City of Sacramento, CA

By:  

[Signature]

Finance Director  
August 02, 2017

Exigis, LLC.

By:  

[Signature]

Frank J. McMakin IV, Partner  
Director Accounts and Business Development  

July 31, 2017