



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 30, 2018
Action Item for the City Council Meeting of February 13, 2018

DATE: January 30, 2018

TO: Margie Rose, City Manager

FROM: Gilbert Sanchez, Safety and Risk Manager
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Claims Database System for Risk Management

CAPTION:

Resolution finding that the purchase of a claims database system for the Risk Management Division is a sole source procurement; and authorizing a five-year service agreement with Recordables, Inc. of Venice, Florida, for a total amount not to exceed \$97,437.25.

PURPOSE:

This software, TrackAbility, is used by the Risk Management Division to enhance the claims administration capabilities.

BACKGROUND AND FINDINGS:

The Risk Management Division has utilized this type of software successfully for the last five years. The contract that is in place is at the end of its term. This webhosted system allows the City to streamline its processes of claims functions for efficient claims administration. It also allows for quality and efficiency of trending reports for claims data, best practice audit data and tracking capabilities, and an insurance tracking system for all areas of claims. Recordables, Inc. is the sole owner of TrackAbility software and changing the current system would not be cost effective due to the volume of data already stored and tracked in the system. Additionally, TrackAbility has been customized to meet the specific needs of the City. Staff was able to obtain a lower price for this system than was paid in the previous agreement that had been publically procured.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Legal

FINANCIAL IMPACT:

x Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$50,000.00	\$77,949.80	\$97,437.25
Encumbered / Expended Amount	\$7,828.00	\$0.00	\$0.00
This item	\$19,487.45	\$77,949.80	\$97,437.25
BALANCE	\$22,684.55	\$0.00	\$97,437.25

Fund(s): 5611 – Liability and Employee Benefits Fund

Comments:

The initial contract year is for an amount of \$19,487.45, with the subsequent four contract years bringing the total contract value to \$97,437.25.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement