

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADM

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4021-10/11)

Type of Approval: [ ] Expedited [x] Regular [ ] Omit Posting

Type of Service: As needed insurance brokers and consultants and risk consultants

Funding Source: Work order funds

PSC Original Approved Amount: \$60,000,000 PSC Original Approved Duration: 09/01/10 - 11/30/16 (6 years 13 w
PSC Mod#1 Amount: \$29,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$90,000,000 PSC Mod#2 Duration: 09/01/10-11/26/21 (4 years 51 weeks)
PSC Cumulative Amount Proposed: \$179,000,000 PSC Cumulative Duration Proposed: 11 years 12 weeks

1. Description of Work

A. Scope of Work:

PLEASE SEE ORIGINAL PSC

B. Explain why this service is necessary and the consequence of denial:

Insurance coverage and accurate and professionally produced risk management and insurance services are essential to the successful management of the City's risk management program. Denial will result in the inability of the Risk Management Division and multiple City departments to perform their statutory duties and will cause the City to lose its ability to manage and mitigate exposure through insurance placement. Additionally, insurance brokerage requires professional licensing in the state of California and cannot be completed by City staff.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes

D. Will the contract(s) be renewed? Unknown

2. Union Notification: On 02/06/14, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-10/11

DHR Analysis/Recommendation: 03/17/2014

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 03/17/2014 03/17/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Placement of insurance must be performed by a licensed insurance broker. Consultant services require a broad range of highly specialized insurance services and risk management analysis and interpretation.

B. Which, if any, civil service class(es) normally perform(s) this work?

0933,0931,1232,1237,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

City employees are not licensed insurance brokers and do not have the high level specialized knowledge required to perform the consulting services to be provided by successful contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Work is as needed and a City employee would not act as an insurance broker.

**5. Additional Information (if "yes", attach explanation)**

**YES NO**

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>1-5 hrs. 0933,0932,0931)Class 1822, 1825. Dept heads on request  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Additional need and duration; current vendors in pool may be used | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/06/14 BY:

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