



# OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

March 16, 2016

Angela Calvillo  
Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Attached please find an original and two black and white copies of a proposed Resolution for the Board of Supervisors approval, which authorizes the Director of Risk Management to enter into the Second Amendment of a contract with Alliant Insurance Services, Inc., for Insurance Broker and Risk Management Consulting Services, to increase the contract limit from \$32,288,248 to \$59,848,705 for the term ending July 30, 2018.

The proposed Resolution is a Second Amendment of a contract approved by the Board of Supervisors on July 30, 2013 (enacted # 298-13) and First Amended by approval of the Board on 6/9/15 (enacted # 218-15).

The Following is a list of accompanying documents:

- Alliant Insurance Services, Inc. 2013 Contract
- First Amendment 2015
- Second Amendment 2016

The Division of Risk Management estimates that money projected to be spent with Alliant Insurance Services, Inc. could reach the contract's limit in the reasonably near future and we ask for a faster timeline.

If you have any questions, please contact Jack Gallagher (415) 554-6272 or Matt Hansen (415) 554-2302. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Naomi M. Kelly".

Naomi M. Kelly  
City Administrator

CC: Matt Hansen