



ALVIN INDEPENDENT SCHOOL DISTRICT

Donnie Marek

Executive Director of Risk Management

May 25, 2020

TO: Daniel Combs
Mickie Dietrich

FROM: Donnie Marek

SUBJ: Request for Award of **#2006 Workers' Comp Third Party Administrator (TPA)**

A Request for proposal for Workers' Comp TPA was extended to vendors by mail, fax or email. Additional information on the proposal was extended through the legal notice in our county newspaper and on the district Purchasing website.

Four proposals were submitted and through our contract with Owens Risk Management Services Inc., all proposals were reviewed with each firm's information. A spreadsheet was compiled and analyzed and the recommendation is The Littleton Group for a three year contract with options to renew for two additional years beginning July 1, 2020. Although The Littleton Group came in \$2,525 more than Claims Administrative Services (CAS), we feel that starting a new relationship with a new TPA would negatively outweigh the savings in premium.

We are requesting that The Littleton Group remains as the District's Worker's Compensation Third Party Administrator based on the superior results we have been experiencing with them. The continued partnership with our assigned adjuster will have a positive impact on claims management which will help control costs, shrink the life of the claims, and it will continue to build on our return-to-work program. They are familiar with our claims, our providers, and have a solid report with department leaders that manage their work comp injuries.

Attached is a letter of recommendation for The Littleton Group from our Workers' Comp consultant, Pat Owens with Owens Risk Management Services, supporting this choice.