



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
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## Cover Memo

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**File #:** CONS 21-329, **Version:** 1

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**DATE:** June 22, 2021  
**TO:** Mayor and City Council  
**FROM:** Director of Human Resources

### **SUBJECT**

Adopt a Resolution Authorizing the City Manager to Amend the Agreement with Acclamation Insurance Management Services ("AIMS") as Third Party Administrator ("TPA") of the City of Hayward's Workers' Compensation Claims Services Extending the Term of the Contract for a Period of One Year

### **RECOMMENDATION**

That the Council adopts the attached resolution (Attachment II) authorizing the City Manager to amend the agreement with Acclamation Insurance Management Services ("AIMS") as Third Party Administrator ("TPA") of the City of Hayward's Workers' Compensation Claims Services, extending the term of the contract until June 30, 2022.

### **SUMMARY**

The current agreement with AIMS will end on June 30, 2021. Due to staffing turnover and transitions, additional time is needed to evaluate the services being provided by AIMS and to conduct an open and competitive Request for Proposal (RFP) process for the provision of workers' compensation claim administration services. As a result, staff recommends extending the current agreement with AIMS for one year to allow time to perform an open, competitive bid process. Conducting open and competitive bid opportunities is a best business practice for public agencies that allows the City to ensure it receives high quality, efficient, and cost-effective services from its vendors.

### **ATTACHMENTS**

Attachment I      Staff Report  
Attachment II     Resolution