



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Oct 10, 2024

File ID #: FI-CO-0018-24

Purchase Order #: PO 6731

Requesting Department: Finance	Department Contact: Jim Morrissy
Contact Email: jim.morrissy@dupagecounty.gov	Contact Phone: 630-407-6116
Vendor Name: CorVel Corporation	Vendor #: 11521

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

90 day contract extension through 02/28/2025.

Increase contract amount by \$50,000 to cover contract extension and remaining FY24 estimates for trending expenditures.

Increase Service Line 2 by \$20,000 for FY24.

Add Service Line 3 for \$30,000 for FY25.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The County has utilized the services of a third party administrator in the administration of its workers compensation program. This is to ensure that professional insurance experts review injuries, coverage and use all applicable laws and provisions to support the County's workers compensation program. The additional extension is to allow our new consultant time to review the next third party administrator contract terms.

Original Source Selection/Vetting Information - Describe method used to select source.

RFP #20-110-HR

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Increase the contract by \$50,000. There are no recommended alternatives as the contract expires 11/30/2024.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Increase contract date by 90 days to 02/28/25 and contract total by \$50,000 for a total contract amount not to exceed \$150,000.