

**Human Resources Department
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6455
Fax: (920) 832-5845**

To: Finance Committee and Common Council Members

From: Sandy Matz, Human Resources Director

Date: October 16, 2018

Re: Recommendation for Worker's Compensation Third Party Administration

The City's third party administration services contract, currently with Minute Men HR, expires December 31, 2018. As part of the renewal process, a request for proposal was sent out to the following companies:

SFM Risk Solutions
Cities and Villages Mutual (CVMIC)
Minute Men HR

After evaluation of the responses received, we are recommending that the Committee approve renewal for a three (3) year period with Minute Men HR. Below are the current and renewal rates with Minute Men HR:

	2018	2019	2020	2021
Indemnity Claim	\$730	\$730	\$765	\$800
Medical Only Claim under \$1500	\$115	\$115	\$120	\$125
Medical Only Claim over \$1500	\$305	\$305	\$320	\$335
Minimum Fee	\$11,500	\$12,492	\$12,492	\$12,492
Maximum Fee	\$27,500			

Minute Men HR has been providing the City with third party administrative services since 1990 when the City became self-insured. Minute Men HR has knowledgeable staff and has provided the City with excellent service in a variety of areas including the third party administration.

Please contact me if you have any questions regarding the recommendation.