



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Donnie LaPlante, HR Associate Manager

**RE:** **CONTRACT FOR SERVICES RENEWAL  
SELF-INSURED WORKERS' COMPENSATION ADMINISTRATION**

**DATE:** November 22, 2024

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Enclosed is an amendment to a Contract for Services between Whatcom County and Helmsman Management Services, LLC (formerly Eberle Vivian) for administration and claims processing services for the self-insured workers' compensation program.

▪ **Background and Purpose**

The County has self-insured its workers' compensation program since 1984. Since 2005, Eberle Vivian has been the claims administrator. In 2021, following an RFP process, the County entered a new agreement #202109001 for services January 1, 2022 – December 31, 2024 and with an option to extend the duration no longer than six years from inception.

I recommend implementing this three-year extension.

▪ **Funding Amount and Source**

Eberle Vivian's annual administration cost for 2025 will be \$67,500, with a 4% increase in 2026 and 2027. This is a bundled fee without added costs for account management, subrogation pursuit, excess recovery, bill review, or on-line access to claims information.

Program costs are funded through revenue generated from County departments based on rates tied to job classification which vary by on-the-job injury loss experience and risk.

**Differences from Original Contract**

The only change is an increase in administrative rates and updated contract language.

Please feel free to call me at extension 5306, if you have any questions or concerns regarding my recommendation or the terms of this agreement.