

Karen Sterling Goens
Manager

MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Donnie LaPlante, HR Associate Manager

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

DATE: July 28, 2021

Enclosed are two (2) originals of 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 for your review and signature.

Background and Purpose

The County has self-insured its workers' compensation program since 1984. Since 2005, Helmsman has been the claims administrator. The recent Request for Proposal process yielded bids from three firms of which Helmsman was clearly the top choice due to the following strengths:

- One, clearly identified and knowledgeable point of contact for claims
- Business focus on self-insurance and workers' compensation in Washington State
- Small, regional company, purchased several years ago by Helmsman, but allowed to retain culture and way of doing business.
- Interactive, claims data-base customized to Washington law
- Imaging/on-line claims data eliminates paper and provides real-time communication
- Downloadable, flexible reporting – data available in Excel
- Knowledge of Bellingham providers (also serve Intalco and City of Bellingham)
- Competitive, bundled pricing
- Positive reviews from injured workers

Funding Amount and Source

Helmsman's administration costs in 2022 will be \$56,000 (a slight decrease from the \$59,000 charged in 2021) with a 3% annual increase for 2023 and 2024. 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 Previous Contract

The only change is an initial decrease 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.