



DATE: August 19, 2024

TO: Sam D. Johnson, Financial Reporting Manager

FROM: Shelia Reaves-Willett, M/WBE Specialist

SUBJECT: M/WBE Memo for General Liability Fund Third Party Administrator Event #11524

The M/WBE Office reviewed the request submitted for General Liability Fund Third Party Administrator, to determine compliance with the M/WBE Program Plan. The M/WBE Office had advance input in the specification process and respondents were eligible to receive up to a total of ten (10) points for M/WBE participation. No contract goals were established for the services and, M/WBE firms were notified of the opportunity to submit a proposal.

Accelerated Adjusting LLC was the selected firm and will be awarded a three-year contract beginning on January 1, 2025 and ending December 31, 2027 for an estimated total contract value of \$648,000.00 (\$216,000.00 annually). The firm will self-perform the services.

Please be reminded that during the performance of the contract, if there are any changes including subcontractor replacement; the Department and Prime Contractor must contact the M/WBE Office for approval, before making any such changes or substitutions.

SRW

Cc: Eric Eley, M/WBE Program Senior Manager
Allison Staton, M/WBE Compliance Officer
Shadi Zeidan, Interim M/WBE Coordinator
Robin Spencer, Contracts Analyst