



**DATE:** May 8, 2025

**TO:** Matthew W. Schweitzer, People and Culture Senior Manager

**FROM:** Nora Gardner, M/WBE Specialist

**SUBJECT:** MWBE Memo for Worker's Compensation Third Party Administrator - Change Order #1

The M/WBE Office has reviewed the documentation submitted by the People and Culture Department to determine compliance with the City's M/WBE Program Plan. The respondents were eligible to receive up to ten points for M/WBE participation.

PMA Management Corporation was awarded a three-year contract for \$287,247.00. Change Order #1 for \$95,749.00 will increase services and extend the contract term one year with an optional one-year extension. The contract's estimated new total amount is \$478,745.00. The contract continues to comply with the M/WBE Program Plan.

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

Cc: Michael Humphrey, M/WBE Compliance Officer