



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
Agreement with PRISM (Public Risk Innovation, Solutions, and Management) to provide a license for use of Insurity Software, ClaimsXPRESS, for tracking the County's General Liability and Medical Malpractice claims.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Insurity Software, LLC through Public Risk Innovation, Solutions, and Management (PRISM)  
Tom Pelster, Chief Information Officer, PRISM, 75 Iron Point Circle, Suite 200,  
Folsom, CA 95630, 916-850-7300. Vendor number 0000180440.
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
The first three years of the contract the County will be paying a maximum of \$48,649.79. The total maximum for the two extensions would be \$29,805.80. The five year maximum for the contract is \$78,455.59.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.  
PRISM provides our excess insurance coverage for our general liability claims. As this is an internet-based system PRISM is able to access the system to track the claims within their authority and obtain year-end reports for our actuary. They are also able to provide reports to us from the database and technical support for the claims system. Obtaining this license through PRISM provides unique access to our excess insurance carrier which would not be possible through another source.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
  - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
  - When the contract is with a federal, state, or local governmental agency.
  - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$5,000 whichever is more.
  - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
  - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
  - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.  
Risk Management handles all of the tort liability claims presented against the County. A claims software system is essential to track the handling of those claims including the reserves set to cover potential liability and the actual payments made through our checking account. A software system also allows us to track the claims for loss prevention efforts and provide statistical analysis of the claims history.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.  
The format of this purchase is a license through our excess insurance carrier PRISM for the Insurity Claims Software. As a licensee through PRISM we are able to obtain a reduced rate for the claims system in addition to the tracking of claims, technical support, and reports.

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Requested By:

[\[Sign\]](#) Double click!

Title

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

hmagill 11/22/2022 2:43:20 PM

Department Head Signature

[\[Sign\]](#) Double click!

gcornuelle 11/23/2022 8:08:35 AM

Purchasing Manager Signature

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