



# 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 licensing for ClaimsXPRESS claims management software, and cloud-hosting through Spear, 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.  
 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.  
 Term of the Agreement is April 1, 2024 through July 31, 2026 for a total of \$26,494. April 1, 2024 - July 31, 2024 is \$6,617, August 1, 2024 - July 31, 2025 is \$9,542, and August 1, 2025 - July 31, 2026 is \$10,335.
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 licensing for the ClaimsXPRESS claims management system and web-hosting provided through a master agreement between PRISM and Spear. As a licensee through PRISM we are able to obtain a reduced rate for the claims system and web-hosting, in addition to the tracking of claims, technical support, and reporting.

jmthompson 2/15/2024 9:36:23 AM

Requested By:

Risk Manager

Title

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

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

hmagill 2/27/2024 8:08:24 AM

Department Head Signature

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

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Purchasing Manager Signature