

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

DATE: September 14, 2021

COMMODITY NAME: Family Medical Leave Administration (FMLA)
Administrative Services

CONTRACT NUMBER: 46-21smc

CONTRACT PERIOD: July 2, 2021 – June 30, 2024

RENEWAL OPTIONS: Two (2) one-year renewals

CONTRACTOR: Sedgwick Claims Management Services, Inc.
VN 651606 (formerly York Risk Services Group, Inc.)
PO Box 182808 Columbus, OH 43218-2808
(8125 Sedgwick Way, Memphis, TN 38125)
Attn: Erin Dowd, Account Executive
erin.dowd@sedgwick.com

PAYMENT TERMS: Net 45 days

FOR FURTHER INFORMATION CONTACT:
Kathy H. Stanley, NIGP-CPP, CPPB

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the next page of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352. A Blanket Purchase Order may be utilized, with internal release numbers, for user convenience.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Verification of services and approval of Contractor’s invoice is the responsibility of the receiving using department. The Contractor shall issue credit due for unsatisfactory services to the Originator of the purchase order.
4. Any complaint as to quality of services, faulty or delinquent services, or violation of contract provisions by Contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via e-mail, fax or courier.
5. Pricing: All pricing includes all charges that may be incurred in fulfilling the terms of this contract.
 - FMLA Administration: \$ 1.57/Per Employee Per Month
 - ADAAA Administration: \$0.35/Per Employee Per Month
 - If an eligible file is not provided, Sedgwick will charge and additional fee of \$100 per claim to build the claim manually with the system.
 - Vendor is allowed 3% increase annually
 - All other terms are in accordance with the contract
6. Renewals: As stated on the face of this notice, two (2) one-year renewal terms are in place for this contract. Given that all renewals have now been taken, the Contract Officer will issue a new solicitation with input requested from the using departments, approximately sixty days in advance of the expiration date of the final contract term.
7. Use of Contract by Other Jurisdictions: As allowed in Section 2.2-4304, Code of Virginia, other public bodies may purchase from this contract with the authorization of the awarded Contractor, since the “Use of Contract by Other Political Jurisdictions” clause was contained in the original solicitation (reference page 13, Item 40, of RFP 84-16sm). A copy of the original RFP and any other pertinent information may be obtained by contacting the Procurement Manager for assistance and reference.