

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN HYLANT GROUP INC AND THE CITY OF ANN ARBOR FOR  
INSURANCE BROKERAGE SERVICES AND RISK MANAGEMENT CONSULTING**

This agreement ("Agreement") is between the CITY OF ANN ARBOR, a Michigan municipal corporation, 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and HYLANT GROUP INC, an Ohio corporation, 24 Frank Lloyd Wright Dr Ste J4100, Ann Arbor, MI 48105 ("Contractor"). City and Contractor agree as follows:

**1. DEFINITIONS**

**Administering Service Area/Unit** means **Financial and Administrative Services / Treasury Services**.

**Contract Administrator** means Michael Pettigrew, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

**Deliverables** means all documents, plans, specifications, reports, recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

**Effective Date** means the date this Agreement is signed by the last party to sign it.

**Services** means insurance brokerage services and risk management consulting for the City as further described in Exhibit A.

**2. DURATION**

The obligations of this Agreement shall apply beginning on July 01, 2025 and will remain in effect for Five (5) Years, unless terminated as provided for in this Agreement.

**3. SERVICES**

- A. Contractor shall perform all Services in compliance with this Agreement. The City retains the right to make changes to the quantities of Services within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the Services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.
- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. Contractor shall perform Services in compliance with all applicable statutory, regulatory, and contractual requirements now or hereafter in effect. Contractor shall also comply with and be subject to City policies applicable to independent contractors.
- D. Contractor may rely upon the accuracy of reports and surveys provided by the City, except when a defect should have been apparent to a reasonably competent professional or when Contractor has actual notice of a defect.

#### **4. INDEPENDENT CONTRACTOR**

- A. The parties agree that at all times and for all purposes under the terms of this Agreement each party's relationship to any other party shall be that of an independent contractor. Each party is solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer-employee relationship, either express or implied, shall arise or accrue to any party as a result of this Agreement.
- B. Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

#### **5. COMPENSATION OF CONTRACTOR**

- A. The total amount of compensation paid to Contractor under this Agreement is a flat fee \$91,500.00 per year. Total compensation for all five years of Services rendered pursuant to this Agreement will not exceed \$457,500.00, which includes all expenses.
- B. Payment shall be made following completion of Services by Contractor and acceptance by the City, unless a different payment schedule is specified in Exhibit B.
- C. Contractor shall be compensated for additional work or Services beyond those specified in this Agreement only when the scope of and compensation for the additional work or Services have received prior written approval of the Contract Administrator.
- D. Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

#### **6. INSURANCE/INDEMNIFICATION**

- A. Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those required by this Agreement, as will protect itself and the City from all claims for bodily injury, death, or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by Contractor, Contractor's subcontractor, or anyone employed by Contractor or Contractor's subcontractor directly or indirectly. Prior to commencement of work under this Agreement, Contractor shall provide documentation to the City demonstrating Contractor has obtained the policies and endorsements required by this Agreement. Contractor shall provide such documentation in a form and manner satisfactory to the City. Currently, the City requires insurance to be submitted through its contractor, myCOI. Contractor shall add [registration@mycoitracking.com](mailto:registration@mycoitracking.com) to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractors.

- B. All insurance providers of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold the City and its officers, employees, and agents harmless from all suits, claims, judgments, and expenses, including attorney's fees, resulting or alleged to result, from an act or omission by Contractor or Contractor's employees or agents occurring in the performance or breach of this Agreement, except to the extent that any suit, claim, judgment, or expense are finally judicially determined to have resulted from the City's negligence, willful misconduct, or failure to comply with a material obligation of this Agreement. The obligations of this paragraph shall survive the expiration or termination of this Agreement.
- D. Contractor is required to have the following minimum insurance coverage:
1. Professional Liability Insurance or Errors and Omissions Insurance protecting Contractor and its employees - \$1,000,000.
  2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy.
 

\$1,000,000	Each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per project General Aggregate
\$1,000,000	Personal and Advertising Injury
  3. Worker's Compensation Insurance in accordance with all applicable state and federal statutes; also, Employers Liability Coverage for:
 

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 each policy limit
  4. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.
- E. Commercial General Liability Insurance and Motor Vehicle Liability Insurance (if required by this Agreement) shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this

insurance. Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.

- F. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

## **7. WAGE AND NONDISCRIMINATION REQUIREMENTS**

- A. Nondiscrimination. Contractor shall comply, and require its subcontractors to comply, with the nondiscrimination provisions of MCL 37.2209. Contractor shall comply with the provisions of Section 9:158 of Chapter 112 of Ann Arbor City Code and assure that Contractor's applicants for employment and employees are treated in a manner which provides equal employment opportunity.
- B. Living Wage. If Contractor is a "covered employer" as defined in Chapter 23 of Ann Arbor City Code, Contractor must comply with the living wage provisions of Chapter 23 of Ann Arbor City Code, which requires Contractor to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

## **8. REPRESENTATIONS AND WARRANTIES BY CONTRACTOR**

- A. Contractor warrants that the quality of Services shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. Contractor warrants that it has all the skills, experience, and professional and other licenses necessary to perform the Services.
- C. Contractor warrants that it has available, or will engage at its own expense, sufficient

trained employees to provide the Services.

- D. Contractor warrants that it has no personal or financial interest in this Agreement other than the fee it is to receive under this Agreement. Contractor certifies that it will not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services. Contractor certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- E. Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City, including real and personal property taxes. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- F. Contractor warrants that its bid or proposal for services under this Agreement was made in good faith, that it arrived at the costs of its proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such costs with any competitor for these services; and no attempt has been made or will be made by Contractor to induce any other person or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.
- G. The person signing this Agreement on behalf of Contractor represents and warrants that they have express authority to sign this Agreement for Contractor and agrees to hold the City harmless for any costs or consequences of the absence of actual authority to sign.
- H. The obligations, representations, and warranties of this section 8 shall survive the expiration or termination of this Agreement.

## **9. OBLIGATIONS OF THE CITY**

- A. The City shall give Contractor access to City properties and project areas as required to perform the Services.
- B. The City shall notify Contractor of any defect in the Services of which the Contract Administrator has actual notice.

## **10. ASSIGNMENT**

- A. Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises, and performances required of Contractor under the Agreement unless specifically released from the requirement in writing by the City.
- B. Contractor shall retain the right to pledge payments due and payable under this Agreement to third parties.

## **11. TERMINATION OF AGREEMENT**

- A. If either party is in breach of this Agreement for a period of 15 days following receipt of notice from the non-breaching party with respect to the breach, the non-breaching party may pursue any remedies available against the breaching party under applicable law, including the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least 30 days' advance notice, for any reason, including convenience, without incurring any penalty, expense, or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor acknowledges that if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds through the City budget process. If funds are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within 30 days after the Contract Administrator has received notice of such non-appropriation.
- D. The expiration or termination of this Agreement shall not release either party from any obligation or liability to the other party that has accrued at the time of expiration or termination, including a payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

## **12. REMEDIES**

- A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any other agreement between the parties, or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of that right with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either party shall subsequently affect the waiving party's right to require strict performance of this Agreement.

### **13. NOTICE**

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If notice is sent to Contractor:

HYLANT GROUP INC  
ATTN: J Paul Dixon  
24 Frank Lloyd Wright Dr Ste J4100  
Ann Arbor, MI 48105

If notice is sent to the City:

City of Ann Arbor  
ATTN: Michael Pettigrew  
301 E. Huron St.  
Ann Arbor, Michigan 48104

With a copy to: The City of Ann Arbor  
ATTN: Office of the City Attorney  
301 East Huron Street, 3<sup>rd</sup> Floor  
Ann Arbor, Michigan 48104

### **14. CHOICE OF LAW AND FORUM**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

### **15. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all Deliverables prepared by or obtained by Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of Contractor as instruments of service unless specifically incorporated in a Deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City

acknowledges that the documents are prepared only for the Services. Prior to completion of the Services the City shall have a recognized proprietary interest in the work product of Contractor.

## **16. CONFLICTS OF INTEREST OR REPRESENTATION**

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City and to obtain the City's consent therefor. The City's prospective consent to Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, Contractor has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known to another client of Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

## **17. SEVERABILITY OF PROVISIONS**

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance is prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

## **18. EXTENT OF AGREEMENT**

This Agreement, together with all Exhibits constitutes the entire understanding between the City and Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements, or understandings, whether written or oral. Neither party has relied on any prior representations in entering into this Agreement. No terms or conditions of either party's invoice, purchase order, or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such terms or conditions. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

## **19. ELECTRONIC TRANSACTION**

The parties agree that signatures on this Agreement may be delivered electronically or by facsimile in lieu of a physical signature and agree to treat electronic or facsimile signatures as



binding.

**HYLANT GROUP INC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ANN ARBOR**

By: \_\_\_\_\_

Name: Milton Dohoney Jr.

Title: City Administrator

Date: \_\_\_\_\_

**Approved as to substance:**

By: \_\_\_\_\_

Name: Kimberly Buselmeier

Title: Interim Chief Financial Officer

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_

Name: Atleen Kaur

Title: City Attorney

Date: \_\_\_\_\_

*(Signatures continue on following page)*

**CITY OF ANN ARBOR**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Mayor \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: City Clerk \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A SCOPE OF SERVICES

Contractor will provide the City with insurance brokerage services and risk management consulting for the following categories as indicated with an “X” and the specific tasks listed below.

### Risks and Insurance

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Property/BI/Stock Throughput | <input checked="" type="checkbox"/> Executive Risk         | <input checked="" type="checkbox"/> Aviation Liability |
| <input type="checkbox"/> Marine Cargo                            | <input checked="" type="checkbox"/> Cyber Liability        | <input type="checkbox"/> Employed Lawyers              |
| <input checked="" type="checkbox"/> Casualty                     | <input checked="" type="checkbox"/> Professional Liability | <input type="checkbox"/> Special Risks                 |
| <input type="checkbox"/> International                           | <input checked="" type="checkbox"/> Environmental          | <input type="checkbox"/> Surety                        |

### Planning, Strategy and Stewardship

- Jointly develop goals and establish agreed upon action plans
- Jointly develop and refine long range plans
- Prepare and present an annual stewardship report to include summary of achievements, review of services, areas of focus and future actions
- Participate in meetings and presentations regarding insurance and risk management related issues advising of any market trends and industry condition, as needed
- Present information as subject matter experts at meetings, as requested
- Provide comparable industry trending and benchmarking information on a variety of risk and insurance subjects to assist City in insurance and risk management decision-making and performance measurement
- Assess City’s exposures to risk and consult with City regarding strategies to address such exposures and implement determined strategies
- Analyze ongoing exposures of the City and provide a gap coverage analysis of vulnerabilities and mitigation strategies
- Support the City in the development and recommendation of innovative and cost-effective risk treatment options, including risk mitigation and risk financing options (self-insurance, finite and structured risk solutions)
- Develop and maintain Written Service Timeline to track action plans, responsibilities, due dates/completion dates and open items of City engagement and service commitments

### Insurance Program Evaluation, Design and Placement

- Design, discuss and recommend risk financing alternatives relevant to City including but not limited to self-insurance, structured finance and traditional risk transfer insurance products and obtain proposals for renewals of existing policies and new policies as directed by City

- Develop underwriting and marketing strategies to competitively secure best coverage at most reasonable cost
- Identify viable insurance markets and manage and support quality carrier relationships
- Prepare and present underwriting submission to identified insurance carriers, including expectations of the carrier(s)
- Promptly request quotes for specified programs, respond to underwriters' questions and compile information for carriers to fairly evaluate exposures
- Review insurance proposals for accuracy and conformity to specifications and negotiate coverage
- Analyze and negotiate renewals and obtain competitive quotes from carriers
- Provide information on changes in coverage relative to City's new and existing policies
- Provide insurance summaries for each policy, including coverage limits, deductibles, perils, exclusions and related items
- Bind, cancel and administer all policies and endorsements
- Monitor existing policies for renewal dates and provide City with timely recommendations and service to include obtaining and presenting renewal coverage options in advance of coverage expiration to facilitate the continuity of coverage
- Assist City in analyzing and evaluating loss exposures
- Support City's efforts in identifying and collecting exposure data required by carrier(s) for underwriting purposes
- Review and evaluate leases and contracts as requested by City, and comment as necessary on insurance coverage and limits
- Monitor published financial information of the City's insurance carriers and alert the City when the status falls below agreed upon minimum financial guidelines

#### Administration

- Provide access to and maintain City Portal technology to drive efficiencies and enhance sharing of data and information
- Provide an annual schedule of coverage including the policy by coverage, company, policy number, premium and a brief description of the coverage and limits, significant terms and conditions including limitations, exclusions and retentions and deductibles
- Perform policy quality control to ensure the accuracy of policies purchased
- Deliver complete copies of all policies placed on behalf of City to the City, including endorsements along with mid-term policy changes
- Maintain copies and records of all policies placed on behalf of City per Hylant record retention policy
- Deliver binders of insurance prior to renewal date(s) and make every effort to obtain insurance policies as soon as practical

- Assist the City with contract review and provide consultation on up-to-date insurance related language while evaluating exposures of the City and provide support for contractual risk transfer of City's risks in leases, contracts and other business arrangements
- Review contracts and leases to verify the legitimacy of insurance requirements and certificate of insurance inquiries, and at City's direction request policy change(s) from carrier(s) for compliancy as needed
- Verify the accuracy and issue or facilitate the issuance of premium invoices/requests for payment from insurance carrier(s), amounts due under deductible programs including those managed by insurance carrier(s)/TPA and other required payments
- Furnish premium allocations at City's direction
- Check workers' compensation experience modifiers for accuracy and deliver report of findings to City
- Develop certificate of insurance request
- Provide certificates of insurance and auto ID cards as appropriate
- Provide itemized and detailed billings for premiums and fees, identifying the associated insurance policy and fee-for-service item
- Provide timely responses to City inquiries no matter to mode of communication

#### Claims Advocacy

Claims Advocacy services are provided on policies for which Hylant is currently the Broker of Record.

- Assist the City with claims preparation, timely claim submittals to insurance carrier(s)/TPA and coordinate notification of claims to appropriate insurance carrier(s)/TPA
- Administer flow of claims information to and from carrier/TPA and maintain claims acknowledgment
- Provide consulting advice and advocacy of complex claims
- Draft carrier/TPA special claims handling instructions
- Coordinate and conduct reviews of carrier/TPA claims files with recommendations on claims closure strategies, advice on claims reserves and evaluation of carrier's/TPA's performance
- Provide ideas on litigation strategy
- Design and implement innovative claims techniques to support cost of risk objectives determined in collaboration with City
- Review and advocate on coverage issues as they may arise with carriers
- Provide loss summaries, status reports of open claims and claims trends analyses

#### Risk Control and Safety Management

- Assist in establishing loss control objectives

- Review, consult and refine City's safety management techniques and systems
- Design and support the implementation of City's safety management systems
- Review fleet loss prevention programs for content relevancy and adequacy
- Assist in assessment and creation of City safety training programs
- Provide property risk engineering advocacy and consulting
- Consult on risk improvement techniques, solutions and prioritization through understanding and validating loss estimates (Normal Loss Expectancy, Probably Maximum Loss and Maximum Foreseeable Loss) and assigned natural hazards (earthquake, flood and windstorm)
- Complete risk modeling through utilization of RMS to assess natural catastrophe exposures
- Review carrier's/TPA's property and human element risk engineering recommendations and assess solutions to reach agreement on best, most cost-effective solution
- Ensure important, relevant data elements are gathered and assessed to facilitate consistent and appropriate evaluation of City's risk engineering data and risk profile

#### Additional Services and Capabilities

- Assist in, or provide access to vendor certificate of insurance software technology, HyTrack, to monitor third-party contractual insurance compliance, including contract and certificate of insurance management
- Provide carrier/TPA claims audits, present report of findings to City with recommendations for improvement, implement enhancements and monitor performance
- Provide access to and maintain risk management information system, *Hylant Insights powered by Origami Risk*, that compiles/aggregates key risk data (exposure information, incidents, loss history and safety measurements) to support City's risk management plans through leveraging data analytics, financial reporting, regulatory compliance, legal and safety management
- Provide access to and maintain Hylant Global Data Collection System that supports City's collection of exposure information such as building, business personal property, inventory machinery and equipment for insurance underwriting purposes
- Assess and provide the City's Total Cost of Risk (TCOR) as part of the City's risk management plan
- Provide access to Hylant Risk Management Center technology platform designed to support and enhance City's incident management, employee safety training (online solutions), regulatory compliance and record retention
- Develop and design risk finance strategy through Hylant's Comprehensive Risk Analysis (risk identification, prioritization, quantification and risk bearing capacity) to determine optimal use of self-insurance and traditional risk transfer insurance solutions

**EXHIBIT B**  
**COMPENSATION**

The City shall pay Contractor for Services performed under this in Agreement a flat fee of \$91,500.00 per year. Total compensation for all five years of Services rendered pursuant to this Agreement will not exceed \$457,500.00.

The annual flat fee of \$91,500.00 is payable in July of each year of the Agreement following receipt of an annual invoice submitted by Contractor and approved by the Contract Administrator.