



# Finance, Budget and Administration

Jim Martin

Council Initiated:

Yes

No

**ECAF:** 2025-0872

**Motion:** 25-145

**Type:**

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

**Requested Handling:**

- Normal
- Expedite
- Urgent

**Fund Source:**

- General Fund
- Other
- N/A

**Executive Rec:**

- Approve
- Do Not Approve
- N/A

**Approved as to**

**Form:**

- Yes
- No
- N/A

**Subject:** Authorizing the Executive to sign the agreement for professional services between Snohomish County and Arcina Risk Group.

**Scope:** RFP 24-0371BC was issued to solicit proposals for insurance archeology services for the county to research and organize excess liability insurance documents from 1960 through 2001 for future claims purposes. Arcina Risk Group was selected by the evaluation committee as submitting the highest-ranking proposal. Scope of services include physically check against historical policy binders used to prepare the County's current coverage chart; review scanned files and separate the policy from other communications; create a policy library that houses all of the County's policies from 1960-2001; prepare additional coverage charts with various policy coding as required; conduct additional insurance archeology not included, if required, to include, but not be limited to internal records research and review, contact with former brokers, court research. Amount of the contract is not to exceed \$75,000.

**Duration:** Execution through March 31, 2026, with the possibility of one additional 1-year term

**Fiscal Impact:**  Current Year  Multi-Year  N/A

Expenditures	Current Year	2026	2027	2028	2029	Total
506.5124714101	\$75,000					\$75,000
						0
<b>Total's</b>	<b>\$75,000</b>					<b>\$75,000</b>

Revenue	Current Year	2026	2027	2028	2029	Total
						0
						0
<b>Total's</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Authority Granted:** Authorizes the County Executive to execute the contract.

**Background:** There is a need to have a library of the County's historical insurance policies, as claims for loss are based on the date of loss. Having an historical policy record will assist in determining coverages in place at the time of loss when claims are made for events that may have occurred in the distant past.

**Requested Action:** Move to GLS on April 2<sup>nd</sup> for consideration.