

**PROCUREMENT SUMMARY  
WORKERS' COMPENSATION TEMPORARY STAFFING SERVICES BENCH  
PS48678001 AND PS48678002**

1.	<b>Contract Number:</b> PS48678001 and PS48678002			
2.	<b>Contractor:</b> Lancesoft, Inc. and The Best Claims Solutions			
3.	<b>Mod. Work Description:</b> Increase the Not-To-Exceed (NTE) cumulative bench contract value			
4.	<b>Contract Work Description:</b> Provide as-needed temporary workers' compensation staffing services for the Workers' Compensation division of the Risk Management Department.			
5.	<b>The following data is current as of:</b> 6/3/25			
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>	
	<b>Bench Contracts Awarded:</b>	11/14/23	<b>Bench Contracts Award Amount:</b>	\$500,000
	<b>Notice to Proceed (NTP):</b>	N/A	<b>Total of Modifications Approved:</b>	\$0
	<b>Original Complete Date:</b>	11/13/28	<b>Pending Modifications (including this action):</b>	\$1,000,000
	<b>Current Est. Complete Date:</b>	11/13/28	<b>Current Bench Contract Value (with this action):</b>	\$1,500,000
7.	<b>Contract Administrator:</b> Annie Duong		<b>Telephone Number:</b> (213) 418-3048	
8.	<b>Project Manager:</b> Claudia Castillo del Muro		<b>Telephone Number:</b> (213) 922-4518	

**A. Procurement Background**

This Board Action is to approve Modification No. 1 to the Workers' Compensation Temporary Staffing Services Bench Contract Nos. PS48678001 and PS48678002 to increase the NTE cumulative bench contract value and continue to provide as-needed temporary workers' compensation staff for the Risk Management Department's Workers Compensation Unit.

This Contract Modification will be processed in accordance with Metro's Acquisition Policy and the contract type is a firm fixed unit rate.

On November 14, 2023, Metro awarded a five-year Contract No. PS48678001 to Lancesoft, Inc. and Contract No. PS48678002 to The Best Claims Solutions, to provide temporary workers' compensation staffing services.

Refer to Attachment B – Contract Modification/Change Order Log.

## **B. Price Analysis**

The fully burdened hourly rates for the term of the bench contracts were established as part of the competitive contract award in November 2023. Rates remain unchanged and are lower than current market rates for similar services. Task Orders will be competed and are subject to technical analysis, price analysis, and established rates to determine fairness and reasonableness of price prior to award.