



Robert R. Freeman Administrative Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Mr. Charles Burbridge, Chief Financial Officer
Division of Finance

FROM: Dr. Vasanne S. Tinsley, Interim Superintendent
Office of the Superintendent

DATE: August 10, 2022

RE: **Renewal of the District's Workers' Compensation Third Party Administrator Services -
Renewal Year 1 of 4 (for an amount not to exceed \$475,320.00)**

At its business meeting on Wednesday, August 10, 2022, the DeKalb Board of Education approved the renewal of the District's Third Party Administrator Services with **Brentwood Services Administrators ("Brentwood")**, for an amount not to exceed **\$475,320.00** in fixed claim costs, excluding bill review fees that are billed monthly based on volume.

Please take the appropriate action to affect this directive of the Board.

VST:am

c: Ms. Carla Smith, Purchasing Manager, Purchasing Department, Division of Finance
Ms. Phyllis Jones, Buyer, Purchasing Department, Division of Finance