

**DEPARTMENT OF FINANCE  
PURCHASING DIVISION**

REIKO MATSUYAMA, DIRECTOR  
MICHELLE L. LIZAMA, DEPUTY DIRECTOR



DEREK S.K. KAWAKAMI, MAYOR  
MICHAEL A. DAHLIG, MANAGING DIRECTOR

January 17, 2023

TRISTAR Claims Management Services, Inc.  
100 Oceangate, Suite 840  
Long Beach, CA 90802

Attn: Thomas J. Veale, President

RE: **CONTRACT NO. 10036- THIRD PARTY ADMINISTRATORS (TPAs) FOR WORKER'S  
COMPENSATION AND AUTOMOBILE LIABILITY CLAIM ADJUSTING SERVICES**

Your firm has been awarded the negotiated contract for THIRD PARTY ADMINISTRATORS (TPAs) FOR WORKER'S COMPENSATION AND AUTOMOBILE LIABILITY CLAIM ADJUSTING SERVICES for the Department of Human Resources, County of Kauai, in accordance to Exempt No. 2023-XPROF-3. The award is conditioned upon your return of the executed contract together with:

- Insurance certificates as required by the solicitation or negotiated terms. *\*\* An electronic copy of your Certificate of Insurance must be emailed within five (5) working days of receipt of Notice of Award.*

The contract amount shall be **ONE MILLION NINE HUNDRED FORTY SEVEN THOUSAND ONE HUNDRED FORTY FIVE AND 00/100 DOLLARS (\$1,947,145.00) with a first year payment of \$165,423.00.**

This **ten (10) year** multi-term contract is subject to the availability and appropriation of funds, effective upon issuance of the official Notice to Proceed.

Contract documents will be emailed to you under separate cover for your review and execution. Contract No. **10036** is assigned and should be referenced in all future communications relating to this Contract.

After the contract is fully executed a "Notice to Proceed" will be issued to designate the official contract starting date. Until said Notice is issued the County may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further as a reminder, the following is requirement for final payment and should be submitted with your final payment invoice:

- Tax clearance compliance required by HRS 103D-328; and 103D-310(c)

We appreciate the opportunity to work with you on this project and look forward to its successful and timely completion.

Please feel free to call us on any questions or if we may be of service.

Very truly yours,

*Ernest W. Barreira*

Ernest W. Barreira, M.S.  
Assistant Chief Procurement Officer

/krm