



SPENCER P. HELLWIG, III
COUNTY ADMINISTRATOR

OFFICE OF THE
COUNTY ADMINISTRATOR
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RYAN R. MOORE
MANAGEMENT ANALYST

May 9, 2012

To whom it may concern:

In September 2011, the County of Saratoga contracted with Marshall & Sterling Upstate, Inc. to provide consulting services relative to renewal of the county's insurance coverages. Specifically, Marshall & Sterling was charged with preparing an RFP and bid documents for broker and carrier selection, facilitating the review of broker capabilities and carrier selection, and assisting the Saratoga County Board of Supervisors in identifying an insurance broker and carriers.

Saratoga County was pleased with the work performed by Marshall & Sterling throughout this process and we recommend them to other entities that desire similar consulting services.

During their roughly seven-month engagement, Marshall & Sterling worked closely with the Saratoga County Administrator's Office and administrative personnel in many county departments to conduct a comprehensive assessment of our liabilities and risk management practices. Their thoroughness resulted in superior bid specifications – among the best that several of the participating brokers have seen, according to their testimony. During the evaluation stage of our process, Marshall & Sterling made themselves available for numerous deliberative sessions and meetings.

In particular, we would like to single out the efforts of Ken Grey, President of Marshall & Sterling Upstate, and Lorraine Emerick, Vice President, who managed the services provided and interfaced with county personnel on a near-daily basis. We have confidence in the process they facilitated and the broker and carrier assignments that resulted.

Sincerely,

SPENCER P. HELLWIG, III
COUNTY ADMINISTRATOR