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MEMORANDUM

TO: Trish Conners, Deputy Attorney General

FROM: Amanda Leighty, Consumer Protection Outreach Coordinator

DATE: 1/24/2018

RE: Settlement Agreement –
Crawford & Company (for and on behalf of its wholly owned subsidiary, Garden City Group, LLC)
FEIN: 58-0506554
Rocket Communication Services, Inc.
L12-3-1059

This memorandum is to request approval for a settlement agreement in the amount of \$10,261.17 as payment for services rendered beyond the scope of Contract K03846. The contractor was hired to distribute restitution checks to identified consumers in the Rocket Communications Services, Inc. case, process any returned mailings, perform address searches and re-send mailings when necessary.

To prevent this from happening in the future, we have advised staff to ensure that a purchase requisition or contract is in place prior to ordering any contractual services or commodities or going beyond a previously agreed upon requisition or contract.

I am requesting approval to proceed with this settlement agreement.

Sincerely,

Amanda Leighty, Consumer Protection Outreach Coordinator

Enclosures:
Invoices and cost analysis from DLA Finance