

WRAP-UP ADMINISTRATION

CR SOLUTIONS



- **FULL WRAP-UP
ADMINISTRATION**
- **GL-ONLY
WRAP-UP**
- **WRAP-UP
SOFTWARE**
- **CERTIFICATE
TRACKING**

1

INDUSTRY LEADING SOFTWARE

Proprietary software means security, flexibility, and customization. Specialty wrap-up software was created with clients in mind.

2

PREFERRED BY CARRIERS

Preferred wrap-up administration provider by all the major carriers

3

CONFLICT FREE

No conflict when negotiating credits. No conflict with contractors or owners as we are usually contacted after insurance is bound and we do not act as a broker.

4

NO OUTSOURCING

High quality administrative and software work done in-house with wrap-up specialists invested in your success.

- ✓ **FOUNDED 2002**
- ✓ **OFFICES IN GEORGIA
AND NEW YORK**

- ✓ **MANAGING 200+
WRAP-UPS**
- ✓ **INTERNATIONAL
EXPERIENCE IN
OVER 28 COUNTRIES**

- ✓ **15,000+ CONTRACTORS
IN DATABASE**
- ✓ **2,500+ PROJECTS
UNDER MANAGEMENT**

- ✓ **TOTALING \$60B+
IN CONSTRUCTION VALUE**
- ✓ **98.5% COMPLIANCE
WITH 100% CLIENT
RETENTION**

WRAP-UP SPECIALISTS

**SPECIALIZING EXCLUSIVELY IN WRAP-UP ADMINISTRATION
FOR LARGE - SCALE CONSTRUCTION PROJECTS. SERVING THE
CONSTRUCTION RISK MANAGEMENT INDUSTRY SINCE 2002**



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BOOST EFFICIENCY AND CONTAIN COSTS



SPECIFIC TASKS COVERED BY WRAP-UP ADMINISTRATOR

- ✓ Meeting to discuss program expectations
 - ✓ Develop Procedures manuals
 - ✓ Review and comment on the project insurance contract language
 - ✓ Deliver insurance documents
 - ✓ Conduct prebid meeting (if required)
 - ✓ Distribute Procedures Manual
 - ✓ Discuss Notice of Award process
 - ✓ Kick of Meetings
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- ✓ Enroll eligible participants in program
 - ✓ Review and confirm acceptability of insurance credit
 - ✓ Notify Carrier of enrollments
 - ✓ Receive, review and distribute enrolled WC policies
 - ✓ Annually renew enrolled contractors, report to carrier and issue updated COI's
 - ✓ Review and track enrolled/excluded insurance party documents, including COI's and endorsements
 - ✓ Issue WC/GL COI's
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- ✓ Review annual carrier program adjustment at the end of project
 - ✓ Assist with collateral review at the end of the project and annually at each Program Adjustment/ Audit
 - ✓ Discuss Claims Reporting Procedures
 - ✓ Discuss Carrier Account Service Instructions
 - ✓ Attend bi-annual claims meetings with carrier
 - ✓ Benchmarking Program
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- ✓ Track current COI's and follow-up with all parties for updated COI's as needed on an annual basis
 - ✓ Collect onsite COI's for subs remaining onsite after project is terminated (if necessary)
 - ✓ Discuss holding Retainage until all insurance administrative issues are resolved
 - ✓ Review annual payroll and CV numbers with carrier auditors
 - ✓ Annual Stewardship Meeting
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- ✓ Provide semi-annual spreadsheet showing average insurance cost by trade as a % of hard cost
 - ✓ Collect monthly payroll and report to carrier
 - ✓ Report non-compliant contractors related to payroll
 - ✓ Track changeorders—if applicable
 - ✓ Close-out contractors as they complete work
 - ✓ Send project termination letters (if necessary)
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- ✓ Complete weekly enrollment reports
 - ✓ Report any non compliant enrolled or excluded subcontractors
 - ✓ Complete quarterly Insurance Credit report
 - ✓ Monthly status calls with Project Teams including corresponding reports
 - ✓ Semi-annual meeting to discuss program status
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