



**REQUEST FOR PROPOSALS:
WORKERS' COMPENSATION THIRD PARTY ADMINISTRATOR SERVICES - ADDENDUM**

SOLICITATION ISSUANCE DATE:
03/13/2025

PROPOSAL SUBMISSION DEADLINE:
04/10/2025

Claims Data

1. To provide accurate and competitive pricing, please provide seven years of detailed Workers' Compensation claims data (01/01/2018 thru 012/31/2024). **(Please see El Monte reports and El Monte Loss Run as of 03/20/2025)**

Please provide an excel file that shows MS Excel loss data should include but not be limited to:

- a. Dates: Loss Date, Report Date, Close Date, Coverage Year / Calendar Year
 - b. Claim Status: Open, Closed, Re-Opened
 - c. Litigation: Yes or No data
 - d. Employee: Job Description / Class Code / Department (Ex Police and Fire)
 - e. Claim Type: Lost Time, Medical-Only, Incident/Report Only, or other
 - f. Expenses to include: [1] Reserves, [2] Paid, [3] Total Incurred for the following columns: (a) Indemnity, (b) Medical, (c) Legal, (d) Other and (e) Total Incurred
2. Please provide the total number of open WC indemnity claims effective 03/01/2025. – **There are 93 open indemnity claims.**
3. Please provide the number of open WC indemnity claims w/ occurrence dates prior to 01/01/2018. – **There are 0 open indemnity claims with dates of injury pre-dating 01/01/2018.**
4. Please provide the total number of open Future Medical claims effective 03/01/2025. **There are 73 open Future Medical claims.**
5. Please provide the number of open Future Medical claims w/ occurrence dates prior to 01/01/2018. **There are 44 future medical claims with dates of injury pre-dating 01/01/2018.**
6. How many open litigated cases, effective March 1, 2025? **There are a total of 97 open litigated cases.**
7. In addition to regularly scheduled quarterly claims review meetings, how many additional administrative meetings does the City typically have? **The city, TPA, and Excess carrier hold regular meetings to review high-value claims. Furthermore, the city has proactively contacted the TPA to arrange discussions regarding ongoing priority claims.**
8. Are there any files in storage that the new TPA will have to assume? **Yes, there are approximately 518 hard files in storage.**

Risk Management Consultation Services

1. Does the City utilize the incumbent's Nurse Case Management services? **No, the city utilizes nurse case management services on a case-by-case basis. The city authorizes the nurse case managing company either upon recommendation or request from the city directly.**
 - a. If yes, how many times was NCM utilized annually for the past 5-years? **N/A**
2. Does the City utilize the incumbent's Pharmacy Benefit Manager (PBM) services or a separate vendor? **Separate vendor.**



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- a. Can you provide detailed PBM statistics?
 - i. Specifically, aggregated annual data for 01/01/2020 - 12/31/2024.
 1. number of prescriptions filled: **899**
 2. gross annual expense: **\$110,931.39**
 3. gross savings: **\$236,955.51**
 4. net savings: **\$224,853.06**
 5. any other related PBM expenses? **No**
3. Does the City utilize the incumbent's medical bill review or a different vendor? **Yes**
 - a. Can you provide detailed medical bill review statistics?
 - i. Specifically, aggregated annual data for 01/01/2020 - 12/31/2024.
 1. number of invoices/number of lines: **9,457**
 2. gross annual expense: **\$2,919,447.03**
 3. gross savings: **\$8,726,709.93**
 4. net savings: **75%**
 5. all related bill review administrator and vendor expenses: **\$96,700.75**
 4. Does the City utilize the incumbent's 24-7 nurse triage or a separate vendor? **No, AdminSure does not have a 24-7 nurse triage. The city utilizes Company Nurse for these services.**
 5. Can the City provide the total volume of Request for treatment Authorization in the last 12 months in the following breakdown:
 - a. Non clinical reviews/certifications (examiner pass through authorizations): **1,514**
 - b. Nurse level reviews: **284**
 - c. Peer reviews: **95**
 - d. Specialty Peer reviews: **Included above.**
 6. Can the City provide detailed utilization review statistics, such as savings report, UR volume for the past 5 years? **Savings report is N/A and volume is noted above.**
 7. Can the City provide detailed Medicare, Medicaid & SCHIP Extension Act of 2007 (MMSEA) reporting volume for the past 5-years? **There were a total of 345 claims reported.**
 8. Does the City have a Medical Provider Network (MPN)? If yes, is it custom-proprietary?
→ No
 9. Does the City utilize the incumbent TPA's Loss Prevention – Risk Management consultation services or does the city contract services from an outside vendor? → N/A



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Additional Questions

1. Can the city provide a copy of the current TPA contract (the City service agreement)?
→ Yes
2. Does the City have preferred defense law firms, and may we have the preferred law firm/lawyer names? Gary Dabbah however, we are open to recommendations
3. Is there a requirement for a bilingual examiner? → No
4. Who currently handles the program and are there reasons the City is looking for a change? → AdminSure; The interest in RFP is pursuant to the City's purchasing policy and municipal best practices.
5. Can the City please provide the current TPA staffing arrangement along with the number of examiners being assigned to manage the program by the incumbent TPA? How many open claims is each position currently handling? → N/A
6. What single WC program priority is most important for you over the next contract cycle? → Reduction in claim litigation, expedited claim closures, delivery of quality and timely customer service to client group inquiries.
7. 6.2.2 Fees/Cost Proposal content: This section refers to Appendix B, indicating that proposers can insert a bid sheet or use the template in Appendix B. Does the City have a format for the Bid Sheet, or can proposers use their own format (for example, a flat annual fee for the claims administration accompanied by a schedule of allocated loss adjusted expenses paid off the file)? → The City does not have a format for the Bid Sheet. Proposers can use their own bid format.
8. Section 7.1 Electronic Submission Requirements: Is an electronic copy of the bid submission on a hard drive expected to be submitted with the physical copy submission, or is the electronic version to be emailed to the stated individuals only?
→ emailed
9. Section 8 Evaluation Criteria, Item#2 Brokerage and Consulting Services worth 30 points: Is the City requesting these services as part of this RFP? If so, are there any related responsibilities (Appendix A: Scope of Work) or details regarding the current insurance coverages? → No, the City is not requesting this as part of the RFP.
10. Appendix A, Item#16: With respect to identifying workplace risks and preventing injuries, does the city request a specific cadence of training sessions and/or risk mitigation strategy sessions? → The City has no specific cadence however, it is open to suggestions.