Los Angeles Community College District
Request for Proposals (RFP) No. 23-03
Workers Compensation Claims Third-Party Administrative Services

ADDENDUM NO. 1

For Appendix A: Specifications and Scope of Services – Revised

AND

For LACCD responses to questions received from interested vendors.

The two purposes of this Addendum No. 1 to RFP No. 23-03 are as follows:

1. To provide a minor revision made to Appendix A on page 31 of 64 in the issued RFP document. The reference to an Attachment A with historical statistics <u>was in error and has been deleted</u>; and

2. To provide a list of all questions received from interested vendors with the formal response to each from the District.

Please see the information that begins on the next page.

Appendix A: Specifications and Scope of Services
REVISED

The information below is current data on the LACCD Self-Insured Workers' Compensation Program. These figures are projections and are subject to change based upon changes in the economic forecasts. Furthermore, the District reserves the right to bundle and unbundle any and all services regarding the provision of workers' compensation claims management and third-party administration, whether or not such service is listed herein, or specifically (material) or tangentially related to the provision of workers' compensation claims management and/or third-party administration.

- Average Number of employees:
    - Faculty: 4500
    - Classified: 2000
    - Administrative Employees: 2500
    - Total 9000

- LACCD Self-Insured since: 2/1/77
- Current Excess Carrier: Safety National Casualty Corporation
- Self-Insured Retention: $1,000,000

See ~~**Attachment A, Injury Year Summary** document showing history of LACCD workers' compensation program 1977 to present.~~

The following information is from the District's most recent Self-Insured Annual Report:

- **Future Liability- open 385; indemnity $2,985,274; medical $8,884,271**
- **Current open claims pending of 385 are comprised of the following claim types with reserves of approximately $8.7 million.**

Claim Type	Total Claims
Future Medical	26
Major Permanent Disability	240
Medical Only	39
Minor Permanent Disability	39
TD	45
Grand Total	385

RFP Number: 23-03: **Worker Compensation Claims Third-Party Administration Services**

Addendum Number: 1

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE PROPOSER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE PROPOSER FROM ANY OBLIGATION UNDER ITS PROPOSAL AS SUBMITTED. THE PROPOSER SHALL IDENTIFY AND LIST IN ITS PROPOSAL ALL ADDENDA RECEIVED AND INCLUDED IN ITS PROPOSAL; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

CLARIFICATIONS REQUESTED BY POTENTIAL PROPOSERS with LACCD RESPONSES:

Number	Questions	Response
1	Can we submit the proposals via email?	No, proposals cannot be submitted via email. Proposals will only be accepted by mail or hand-delivered to the address listed in the RFP
2	Who is the incumbent, and how long has the incumbent been providing the requested services?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
3	What is the anticipated total contract value?	This question is not relevant to being able to provide the best services and most advantageous value to the District.
4	Whether companies from Outside USA can apply for this? (like, from India or Canada)	No, companies outside of the U.S. cannot apply.

Number	Questions	Response
5	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No, companies outside of the U.S. cannot apply.
6	Whether we need to come over there for meetings?	All Candidates must be licensed to do business in the State of California and there may be a requirement to meet in person.
7	Can you please provide copies of the current contracts?	This is a forum for answering questions and providing clarifications directly related to the RFP. Requests for documents should be referred to the LACCD Public Information process via the Office of General Counsel.
8	Can you please provide 10 years of detailed loss runs in Excel format?	No. This is unavailable.
9	Can the District provide a current loss run detailing 3-5 years of loss history including all open claims?	No. This is unavailable.
10	What are our top 3 reasons for marketing your programs?	New services are needed as the current contract will expire soon.
11	Tentative award date is March 22, 2023, when will the programs go live (new TPA start date)?	July 1, 2023

Number	Questions	Response
12	Can you please provide the number of adjusters involved along with their titles and caseloads for each adjuster?	Two (2) Senior Examiners, one (1) Future Medical Examiner. Caseloads: 120 each Senior Examiner, 65 each Future Medical Examiner
13	Please describe the current staffing structure for the Districts' WC claims program? Are all adjusters dedicated exclusively to the District?	One (1) Account Manager, two (2) Senior Examiners, one (1) Future Medical Examiner, and one (1) Assistant. Adjusters are not dedicated.
14	Can the District provide a current loss run detailing 3-5 years of loss history including all open claims?	This RFP is for General TPA Services. Please provide your best proposal and bid based on the information provided in the RFP.
15	Attachment A – this was referenced in the RFP but did not see this within the document. Can this be provided?	The reference to Attachment A was in error. There is no Attachment A. This error is corrected as part of Addendum No. 1.
16	What is the average new arising claim volume separated by indemnity and medical only over the last 5 years?	Claims open inventory has remained constant at approximately 330 over the past five (5) years.
17	Can the District provide an annual bill review savings and report including PPO/MPN network penetration, gross/net savings, and associated fees?	No. This is unavailable.
18	Does the District require 3-point contact on medical-only claims?	Yes.