



**Addendum No. 1
RFP 16-208**

**WORKERS' COMPENSATION / PROPERTY / CASUALTY
THIRD PARTY CLAIMS ADMINISTRATION SERVICE**

Each recipient of this Addendum No. 1 to the Request for Proposal (RFP) who responds to the RFP acknowledges all of the provisions set forth in the RFP and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the above referenced RFP.

CLARIFICATION:

1) Whether companies from outside USA can apply for this? (like, from India or Canada)

A: No prohibitions.

2) Whether we need to come over there for meetings?

A. Scope of services:

6. Attend meetings, depositions, mediations, and other proceedings as necessary and provide the City with written updates on those proceedings.

11. Participate on claims review meetings to ensure accuracy of reserves and effective claims management.

3) Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: See #2.

4) Can we submit the proposals via email?

A: Proposals shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail.

5) Please provide loss data from FARA / York in an Excel format.

A: See attachments.



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6) Please provide a copy of the current TPA contract.

A: See attachments.

7) Are there issues with the current TPA arrangement? Appears the City went to bid in 2015 with FARA / York awarded the contract.

A. There are no issues with the current contract/service arrangement. The City has put the service out for bid as a matter of due diligence.

8) On Page 12, Number 12: Provide monthly claim status reports, with loss runs, to City Risk Management, to include a summary and analysis of the City's claim history (i.e. trends, charts, graphs, etc.) by department and work group as requested. If possible, I would like clarification on the monthly claim status reports whether this is a loss run type report they want versus a Claim Status Report completed by the adjuster on a file by file monthly basis?

A. The item specifically refers to monthly claim status reports as filed by the adjuster for open, ongoing claims. The City would also expect to be able to ask for general loss runs at any given time.

Proposers must acknowledge receipt of this Addendum No. 1 in the space provided below. This Addendum forms an integral part of the RFP documents and therefore must be executed and submitted with you proposal.

Issued By: City of Lake Worth
Financial Services
August 9, 2016

Signed By: Corinne Elliott
Corinne Elliott
Asst. Finance Director

PROPOSER/Company

Company Name: _____

Signed By: _____ Print Name: _____

Title: _____ Date: _____