



PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154

Mark Kohntopp
INTERIM DIRECTOR

ADDENDUM No. 3

**Sealed Bid # 11-5593
Request for Proposal
Workers' Compensation Claims Administrative Services**

DATE: September 1, 2011

Page 1 of 8

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

Proposers shall acknowledge receipt of this addendum.

Include this original form inside your proposal package.

This Addendum consists of:

- **Minutes of the August 23, 2011 Pre-Proposal Conference**
- **Pre Proposal Conference Attendee List**
- **Questions submitted in writing**

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, GA 30008.

Electronic / faxed bid response will not be considered.

I acknowledge that I have received Addendum No. 3

**Sealed Bid # 11-5593
Request for Proposal
Workers' Compensation Claims Administrative Services**

Company Name

Signature

Date Sent to Purchasing

Please Print Name

Please sign, date, and return this form ONLY to:
Cobb County Purchasing Department
Fax #: 770-528-1154
E-Mail: purchasing@cobbcounty.org

Please note: The deadline for questions is: August 30, 2011 by 5:00 pm
Any questions received after this deadline will not be considered.

Sealed Bid # 11-5593

Request for Proposal

Workers' Compensation Administration

Pre-Proposal Conference

-August 23, 2011 9:30 am

1. There are two different days listed for the due date on the RFP September 6, and September 8, 2011. What date is the proposal due? ***The proposals are due on September 8, 2011. Might have been wrong on the website.***
2. Will the Loss Run Report be available in Excel format? ***We will make that available on the website.***
3. Does Cobb County prefer a life of claim bid or contract pricing? ***The county prefers contract pricing, but the county will review life of claim proposal.***
4. Does the County prefer per claim or flat fee pricing? ***The RFP says per claim, but the committee will review flat fee proposals also.***
5. You mention the takeover of existing claim if it is necessary to change carriers. Does that mean the takeover may or may not move, or will it definitely move? ***If a new provider is selected by the committee then the new provider will takeover existing claims. The claims will be transferred to the new provider.***
6. What claims system is currently utilized by your current provider? ***NOAH-Our current provider is AmTrust South.***
7. Can you clarify the request to provide excess insurance on page 9 item d? ***The county purchases a policy through an excess insurance provider to cover large claims. Cobb is currently contracted with a brokerage firm to market our excess policy. The excess policy is renewed annually. The vendors may also have the capability to provide excess insurance proposals. This is optional. Excess insurance proposal should not be included as a part of this bid.***
8. How many claims do you currently have that are receiving SITF recovery? ***Eight to ten.*** How many subrogation claims do you average per year? ***Five or six.***
9. Can you define what you mean by non medical claims? ***Claims where there is no medical treatment or are report only claims.***
10. On page 28 the second part of question 9, you ask "how many covered lives for each account". Is that more just to know what their volume is? ***Yes, how many employees will the adjuster be responsible for. Cobb currently had 4200 full time employee with about 170 open claims.***
11. Who is your current PPO pharmacy provider? ***Carlisle Medical***
12. Any preference using a contract provided by Cobb or by the vendor? ***We will use your contract.***

13. Who does the county use for PPM? **(If PPM means Physician Provided Managed Care), the county maintains a Traditional Panel of Physicians as required by statute.** Are bill review and the PPO a part of the bid? ***They can be included in the bid.***
14. How are you charged for cost containment now? Is it per line or a percentage? ***We are charged per line and a percentage of the discount.***
15. Can the county break out the medical only claims? ***The loss run will be posted as an Excel document. The proposer will be able to sort the information. It will be added as part of the addendum.***
16. Is this a normally scheduled bid that goes out every two or three years or are there any problems with your current provider? ***The proposals are bid for three years with a two year extension. The last time we bid out the Workers' Comp contract was 2006. This is a normally scheduled bid.***
17. Any service issues that the vendor needs to pay particular attention to? ***No***
18. Will there be an opportunity for a service presentation? ***The committee will interview the top finalists. It has not been determined how many they will interview, but the committee will review all proposals.***
19. Is the excess insurance bid separate or does it need to be included? ***Excess insurance proposals should not be included as a part of this bid.***
20. What is the website address? **Purchasing.cobbcountyga.gov**

An addendum will be sent to verify the bid opening date. The sign in sheet will be part of the addendum. The questions and answers from today's meeting will be part of the addendum along with any other documents requested. Any additional questions received by email will also be included in the addendum. Questions must be received by August 30 to be included in the addendum.

Additional Questions Submitted in Writing

1. What is the average number of new medical only claims received monthly/yearly? ***See 5 yr Loss Run Report.*** What is the change in the previous year? ***See 5 yr Loss Run Report***
2. What is the average number of new lost time claims received monthly/yearly? ***See 5 yr Loss Run Report.*** What is the change in the previous year? ***See 5 yr Loss Run Report.***
3. What is current number of pending lost time & medical only claims? ***No known pending claims.***
4. What is your current *definition* of Lost Time vs. Medical Only? ***Lost time claims include injury claims that exceed the statutory waiting period for benefit payment. Medical claims require medical treatment only.***
5. Who has the current contract? ***AmTrust South.***
6. How long has the current TPA had or held the contract? ***Since 1997***
7. Who is your current managed care provider? ***Cobb County maintains a tradition Panel of Physicians.***
8. Who is the current bill review provider? ***Fairpay Solutions***

9. When will the TPA be notified of the winning bid? **After approval of agenda item by the Cobb Board of Commissioners on September 27, 2011.**
10. Who is your current Bill Review Provider? **Fairpay Solutions** Which PPO Network is used? **Carlisle Medical.**
11. How are you currently handling MMSEA reporting? **MMSEA is reported by the contracted administrator to Medicare.**
12. Can you explain the Max Delivery Date as noted on page 3? Is this related to payment? **Do not understand the question.**
13. Is bid document available in WORD Format. **The document is available on the website in Word format.**
14. Will County consider a flat fee proposal in addition to fee per claim option? **The RFP says per claim, but the committee will review flat fee proposals also.**
15. Can County provide annual Indemnity, annual Medical Only and annual Incident Only claim counts for last 3 years? **See 5 yr Loss Run Report on website.**
16. Will Excess Insurance be awarded to the successful TPA by Broker of Record letter or is the Excess separate from this bid. Is County asking for a bid on the Excess Insurance to be included with the Claim Services bid? **The county currently has an excess insurance provider to cover large claims. The vendors should have the capability to provide excess insurance proposals. This is optional.**
17. How many claimants are currently receiving SITF recoveries? **Eight to ten.**
18. On average, how many claims involve subrogation annually? **Five to six**
19. What PPO Network does the County utilize for medical bill review? **Fairpay Solutions**
20. What Pharmacy Manger does the County utilize for Pharmacy Management? **Carlisle Medical**
21. For Data Conversion, what claim system is the current TPA using? **NOAH**
22. Who does County use for Legal Defense? **In house attorneys and attorneys Drew, Eckl & Farnham.**
23. Conversion of Data: How many years of claims data will you required to be converted? **All open claims and five years of loss run.**
21. Concerning question #23 and converting claims information into a Risk Management Claims System. Are you asking if we would be able to download our claims information into another system or your system? **Yes. The Risk Management Division uses STARS for tracking injury trends for training purposes. Your claims system should be able to download information into the STARS system.**
22. Additional information and documentation was requested for brokerage of the Workers Comp Excess insurance policy. **Excess insurance proposals should not be included as a part of this proposal.**
23. The forms in the bid packet reference the Claims Administrator however we do not see any forms for the Workers' Compensation quotation. Please advise if there are separate forms for the Workers' Compensation. **The RFP is for workers comp claims administration. All claims are paid according to the statutory workers' comp fee schedule plus any discounts negotiated by the administrator.**

24. According to the RFP, services will begin October 1, 2011. Due to the short time frame between the actual award date and the implementation date, would the County consider delaying the implementation date to ensure an effective data conversion and claim transfer? ***The contract with the current administrator expires on September 30, 2011. We will work with the new administrator to ensure Implementation can commence on October 1, 2011.***
25. If there is flexibility with the implementation date, can you please provide an electronic version with the RFP in MS Word (not pdf) and attachments in Excel? ***An electronic version with the RFP in Word format and attachments in Excel format have been posted on the purchasing website. Please refer to Addendum 2.***

PRE- BID CONFERENCE

SEALED BID #11 – 5593
 REQUEST FOR PROPOSAL
 WOKERS' COMPENSATION CLAIMS ADMINISTRATIVE SERVICES
 COBB COUNTY HUMAN RESOURCES DEPARTMENT
 AUGUST 23, 2011

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
✓ Amanda Rigg	Sedgwick cms 1117 Perimeter Center W Atlanta, GA 30338	770-901-3696	901-415-7406	amanda.rigg@ sedgwickcms.com
✓ Scott O'Brien	Underwriters Safety & Claims PO Box 465320 Lawrenceville GA 30047	678/3760003	678/3760056	sobrien@uscky.com
Tom Russell	COBB HR			
Rachelle Ballard	COBB HR			
✓ Ryan See / BARBARA WHITE	AMTRUST NORTH America 8995 WESTSIDE PARKWAY ALPHARETTA, GA 30009	404-702-8792	678-258-8195	RYAN.SEE@AMTRUST Global.com
Kathleen Daniel	Cobb Co. Gov't HR	7) 528-2538		
✓ Edea Aldridge	Anc Networks, LLC 191 Peachtree ST. #3300 Atlanta GA 30303	4) 946-1820	4) 574-4472	EALDRIDGE@ ANCNETWORKS.COM
✓ Penny Mote	Comptrend SPA 4080 Mcguire's Ferry Rd Suite 1400 Alpharetta, GA 30005	770-645- 8003	770-645-2053	penny@comptrends.biz

PRE- BID CONFERENCE

SEALED BID #11 – 5593
 REQUEST FOR PROPOSAL
 WOKERS' COMPENSATION CLAIMS ADMINISTRATIVE SERVICES
 COBB COUNTY HUMAN RESOURCES DEPARTMENT
 AUGUST 23, 2011

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	FAX # (INCLUDE AREA CODE)	E-MAIL ADDRESS
Annette Nordhoff	Cobb Co Purchasing	770-528-8424		
Daphne Bailey	Cobb Co. Purchasing	770-528-8423		
✓ LaRonda Razer	WSIS-FHM INS	407 949-3120	407 949-3170	Bon. Warble @ AMERISYS - INFO.COM
✓ Jim Webb	Ampro	678 361-2012 770 752-0122	678 361-2012 770 752-0122	J Webb @ Amproisk.com
✓ Barbara White	Amtrust	678 258-8319	678 258-8390	
✓ Sherre Kahrs	Corvel 2905 Providence Key, Duluth	770-225-5917	866-468-4899	sherre_kahrs@corvel.com
✓ Glen Skyleck	PubA S-t 610 1100 Ashbury Ln 30328	770-677-3400		glen - stapleton@pmagroup.com Glen - Skyleck@PMWj.com
✓ Mario Spina	"	"		Mario - Spina@ PMW Group.com

