



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **21-39 Worker's Compensation Administration**

DATE: **April 27, 2021**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes Requests for Information (RFI) to date, corresponding answers, and five years of loss data in Microsoft Excel format.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are Requests for Information (RFI) to date and corresponding answers.

1. Can companies from Outside USA can apply for this (such as from India or Canada)?
 - a. Yes.
2. Whether we need to come over there for meetings?
 - a. Potentially, meetings may be held in-person and/or virtually.
3. Can we perform the tasks (related to RFP) outside USA (such as from India or Canada)?
 - a. Tasks related to the RFP must be performed within compliance of applicable state and federal laws.
4. Can we submit the proposals via email?
 - a. No, hard copies of bids must be mailed or hand delivered.
5. Please provide 5 years of workers' compensation loss runs in MS Excel format - please ensure loss runs include claim type (medical vs. lost time) & claim experience values for medical paid and/or incurred.
 - a. This information is included in the attached Microsoft Excel file.
6. Is it the District's intention to consider moving open claim files should they decide to change vendors? If so we would need summary of all current open claim files by claim type (if any older claims exist that aren't included in the requested loss run).
 - a. Yes, the intent would be to move open claim files. This is included and indicated in the attached Microsoft Excel file.
7. Should terms of service be based on life of contract or life of claim (cradle to grave) handling?
 - a. Terms should be based on life of claim.
8. Pricing preference - does the District prefer pricing to be based on a per claim (subject to true-up) or flat fee (no true-up) structure?
 - a. On a per claim basis subject to true-up.
9. Can you provide a 5-year loss run in excel format with financials?
 - a. This information is included in the attached Microsoft Excel file.
10. Can you provide a 2-year bill payment history?
 - a. This information is included in the attached Microsoft Excel file.
11. Physician's immediate care still your partnered clinic? Do you have specific patient care instructions set up with the clinic? If yes, may you share a copy?
 - a. PIC is only one of the partner clinics used through our current provider. No specific patient care instructions other than verifying they are an employee of the District.
12. What type of risk management services are necessary?
 - a. Risk management through claim handling service requirements and medical control services.
13. Is the prior awarded bid available for review?
 - a. Awarded bids must be requested through FOIA.
14. Will takeover files be required? If yes, please indicate the total number of claims.
 - a. This information is included in the attached Microsoft Excel file.
15. In regards to pricing, are you looking for us to include all ancillary charges within this fee or may be separate those in line item format?
 - a. Separate in line item format.
16. Does the district have a budget they would like to allocate for WC costs per year? If yes, may you provide a ball park figure?
 - a. The District does not provide budget amounts prior to bids being awarded.
17. Can you please provide a loss run or claim count broken down by Indemnity and Medical Only for the past 3-5 years?
 - a. This information is included in the attached Microsoft Excel file.

18. Can you please confirm if takeover will be transferred if the program is moved to a new TPA? If so, what is the open inventory for both Indemnity and Medical Only?
 - a. Yes, the intent would be to move open claim files. This is included and indicated in the attached Microsoft Excel file.
19. Are you able to share who your current Third Party Administrator is?
 - a. Underwriters Safety and Claims.
20. Page 33, 4.2.13 - Who is the District's Excess Workers' Compensation Carrier and insurance broker?
 - a. State National Insurance Company, Inc.
21. Page 34, 4.6 Loss Prevention - Are any safety/loss prevention efforts currently ongoing either with the current TPA service, District Risk management or an outside safety consultant?
 - a. No.
22. Does the District need help with OSHA training or are there other areas of focus with regard to loss control the District would like us to focus our response on?
 - a. No. District initiatives internal.