Beaufort County School District

Addendum 3

Solicitation Number:	25-029
Date Printed	April 1, 2025
Date Issued:	May 19, 2025, 2025
Procurement Officer:	Kaylee Yinger, NIGP-CPP, CPPB
Phone:	843-322-2349
Email:	Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: **Workers' Compensation Claims Administration Services**
SUBMIT OFFER BY (Opening Date & Time): **May 22, 2025 @ 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: May 10, 2025 @ 4:00 PM EST
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

Electronic Bid Submissions will be accepted through the following web address: Here

AWARDS & AMENDMENTS:
Award will be posted at the Physical Address stated above on or after May 23, 2025. The award, this solicitation, and any amendments will be posted at the following web address:
https://www.beaufortschools.net/community/working-with-the-district/finance.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer) ENTITY TYPE:

_____ _____

_____
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

_____ _____
PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent):	ORDER ADDRESS (Address to which all purchase orders will be sent):
☐ Payment Address Same as Home Office Address	☐ Payment Address Same as Home Office Address
☐ Payment Address Same as Home Notice Address	☐ Payment Address Same as Notice Address
(Check one only)	(check one only)

ACKNOWLEDGEMENT OF AMENDMENTS:

Amendment Number	Amendment Issue Date

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☐ No ☐
If yes, please include a copy of your certification.

Questions and Answers:

General

1. How many open claims does the School District currently have for all policy years? Please provide the breakdown between Indemnity vs Medical Only.
   We have provided information for the past 5 years in an addendum.
2. Please provide a copy of the current contract in place with your TPA and any amendments.
   This information is available through a FOIA Request.
3. Can you provide details on the current team structure handling the district's claims?
   Med only adjuster and a senior adjuster.
4. Can you specify the specific areas of program performance improvement sought by the district?
   Neurology. Psychiatry.
5. Does the incumbent pursue subrogation for the district, and is there an associated cost?
   Yes. No.
6. Is there a required maximum distance between the Claims Administrator's office and the School District's location?
   No.
7. Will the in-person meetings be held at the Claims Administrator's office or the School District location?
   School District.
8. Would the District prefer Attachments A-E be incorporated into the technical response or submitted as individual attachments?
   The attachments can be incorporated into the technical proposal.
9. There is a statement in the RFP, "Your price must be in the form of a single percentage discount to apply to a catalog, price sheet, or price schedule as described." Attachment E – Pricing and Comments does not specify that, but a different format. Can you please clarify what the District is expecting for pricing?
   Use Attachment E to list your pricing.
10. We understand the importance of demonstrating adequate insurance coverage. However, if we are unable to provide full copies of our insurance policies due to internal or carrier restrictions, would that be considered a disqualifying factor in the evaluation process? If so, are there alternative forms of documentation or summaries that would be acceptable?
    A certificate of insurance is acceptable.
11. We respectfully request consideration of a minor revision to Section 7.1.5, specifically item (i), for clarity and alignment with industry practices. The current language reads:

    'The District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insure, coverage, or other special circumstances.'

    We propose the following revision:

'The District reserves the right to modify these requirements, including limits **to the extent commercially possible**, based on the nature of the risk, prior experience, insure, coverage, or other special circumstances.' Any changes you request to the language in the RFP must be listed as an exception in your proposal.

Medical Case Management:

1. How many nurse case managers are currently assigned to the District, and are they exclusively dedicated?
   We use an outside vendor on a case-by-case basis.
2. How many claims per year were assigned to Nurse Case Managers from 1/1/20-1/1/2025?
   Not tracked.
3. Are all new claims triaged by a nurse?
   No.
4. Is the assignment of Nurse Case Managers standard for all cases, or are there specific criteria for their assignment?
   More complex cases.
5. Does the District use Field Case Managers for medical management purposes, and if so, what criteria are used for their assignments?
   More complex cases.

Bill Review:

1. What is the number of bills, billed charges, bill review allowance, negotiated bill fees, hospital review fees, PPO savings for the past 3 years, and current fee structure?
   Bill information already included in addendum.
2. Who is the District's current provider for Medical Bill Review Services?
   Unknown, through our TPA.
3. Who does the District currently work with for Pharmacy Benefit Management Services, and what is the number of prescriptions filled annually from 1/1/20-1/1/2025?
   Workforce Ancillary Management. Unknown.

Utilization Review:

1. Is the District interested in Utilization Review services as part of our offerings, or will the city be utilizing a vendor for these services? If so, who is the vendor?
   Provided by TPA.
2. Is there a preferred workflow for processing RFA's?
   We allow the school to authorize initial treatment. All subsequent treatment is authorized by the adjuster.
3. Does the District have a prior authorization list, and if so, how many RFA's are processed as prior authorization?

We use one group for urgent care, and two groups of orthopedists. We use several groups for physical therapy, expanded hours being the most important. Otherwise, the adjuster consults with Risk Management and occasionally legal counsel.

4. In the District's workflow, do adjusters process their own prior authorizations?
   Yes.
5. Can the District provide detailed utilization review statistics for the past five years, including the number of assignments, gross annual expense, gross savings, net savings, and percentage of savings?
   No.