



DATE: April 25, 2018

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431

TO: Prospective Respondents
SUBJECT: Addendum No. 1
PROJECT NAME: Claims Administrator for Self-Insured Workers' Compensation
JJC PROJECT NO.: R18005

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. **FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.**

Questions Received:

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)
No.
2. Whether we need to come over there for meetings?
Yes.
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
No.
4. Can we submit the proposals via email?
No, proposals must be submitted in a clearly-marked sealed box or envelope.
5. Can you provide a copy of the OSHA annual reports for the last 3 yrs?
No, claims information which could be received via request should be sufficient.
6. Who is the current TPA?
Sedgwick Claims Management.
7. Will there be requirement to assume run off handling of claims from prior TPA?
TBD
 - a. If yes then we need to have loss runs for ALL YEARS for which claims are open and will be transferred.

- b. If yes re run off we will also need information re excess carriers including policy numbers, policy terms, coverage and retentions and if any claims are currently open and involving the excess carrier funds
8. Please clarify the **TERM of the contract**... NOTE page 2 OVERVIEW references **July 1 2018 – 2021** with 2 (1) yr options. HOWEVER, PAGE 7 references period **of 2 YEARS** with possible 3 (1) year options.
The term of this contract will be July 1, 2018 to June 30, 2021 with two (2) one-year renewal options
9. Explain what LOSS CONTROL SERVICES are desired and the frequency of the same and explain what services the College currently has in place.
Quarterly service desired with follow up reports.
10. What defense attorneys are currently being used to handle pending claims filed at IWCC
Scopelitis, Garvin, Light, Hanson & Feary, P.C.
11. **Loss Runs:** Can you please provide a loss detail report (preferably excel) that shows all claims for the past 5 years including claim type (MO, LT) and claim status (open/closed)?
Per the RFP available upon request by email to purchasing@jjc.edu.
12. **Caseloads:** What are the current caseloads for adjusters?
We are looking for you the TPA to provide us with your staffing workload guidelines.
13. **Excess Carrier:** Who is your excess carrier?
Safety National
14. **Field Investigation:** How many basic field investigations are done annually?
We are asking you to explain when you would use field investigation in relation to a claim and how would you price it?
15. **Current Contract:** Please provide your current expiring TPA contract for services provided with this RFP?
Based on RFP of needs, vendor to provide their best offer.
16. **Broker:** Who is your current insurance broker?
Arthur J. Gallagher.
17. **Sample Contract:** Please provide a sample contract to be used for this RFP?
Vendors shall include their firm's sample contract within their proposal.
18. **Dedicated VS Designated:** Do you required staff to be designated or dedicated?
Designated.
19. **Current open claim inventory:** Please provide all take over claim data including volume?
See #11 above – not required to takeover but might be TBD

20. Are these services for new WC claims only? Or, would we take over the handling of open claims and perform an electronic data conversion?
See questions #11 & #19.
21. Please confirm that the contract term is 3 years (7/1/18-7/1/21), with two 1-year renewal options (Overview/Term of Program - p. 2). On p. 7-Term of Contract, it says 2 years from date of contract award, with three 1-year renewal options.
See question #8 above.
22. For 2. n. (page 13), please confirm that these monthly status reports are for all open claims (e.g. Lost Time and Medical Only; no minimum dollar threshold), or clarify which claims are included. Also, please provide detailed expectations for the format and content of these reports.
We would like a short narrative summary of all open indemnity claims monthly (in addition to the loss runs), please provide us a sample of what you would propose to use.
23. Page 15, please provide detailed expectations for a quarterly review of each examiner, and Actuarial Analysis. Also, please provide dollar thresholds for Reserve Advisories, Pre-settlement Authorities, and Settlement Authority.
Notify on initial and subsequent reserve changes in excess of \$25k.
24. How many total users would need access to our Risk Management Information System?
Potentially 5 complete access including your pricing (preferably no charge).
25. Page 15, related to Loss Control visits, how many service hours, service visits, service days, or budget would you expect, do you just want an hourly rate? Are there any particular services (e.g. training) you want included?
If selected to an in-person meeting will discuss.
26. For pricing, do you want Life of Contract (no obligation to handle open claims after contract ends), or Cradle to Grave (obligated to handle open claims to conclusion after contract ends) pricing, or both?
Both.
27. On average, how many Medical Only and how many Indemnity claims does JJC see each year?
Please refer RFP on requesting loss runs.
28. Who is JJC's incumbent TPA?
See question #6 above.
29. Will JJC be transferring open claims to the new TPA? If so, please provide a loss run showing all currently open claims including information such as open date, coverage code (Medical Only or Indemnity), description, total incurred, Indemnity/MO payments, and litigation flag.
See questions #11 & #19 above.

30. How many open claims does JJC currently have? Please split this out by Medical Only and Indemnity.
Please refer RFP on requesting loss runs.
31. Please confirm JJC understands it may take 60 days from the award date for the run-in of open claims to be complete should these claims be transferred to the newly selected TPA. (Newly reported claims will still be begin being handled on 7/1).
Understood
32. Page 8, Business Enterprise Program (BEP), “For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal”: Please confirm that this is not applicable to this project and that vendors are not required to complete a utilization plan and letter of intent that meets an identified goal.
Vendors with BEP certification should make note within their proposal and provide backup documentation proving that the firm is currently certified.
33. Page 10, Section 4. Profile of the Vendor, a., “Provide a list of the vendor’s top ten current and prior two-year clients...” Please confirm that JJC is looking for a list of the vendor’s top ten clients for the last three years.
Yes.
34. Page 15, Section VIII. Proposed Pricing, “Claims administration minimum annual fee to include Medical Only claims, Indemnity claims, and loss control visits”: Does JJC currently utilize loss control consulting services? How many hours of loss control services does JJC anticipate utilizing each year?
If selected to an in-person meeting will discuss.

End of Addendum #1



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Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.

Issued by:

Janice Reodus
Director of Business & Auxiliary Services
Joliet Junior College
815.280.6643

I acknowledge receipt of Addendum #1.

Company Name

Printed Name

Title

Signature