

# Request for Proposals



## Claims Administration Services for The City's Self-Insured Workers' Compensation Program

**RFP 2009-4373-0211**

**February 13, 2009**

City of Newport News, Dept. of Purchasing  
2400 Washington Avenue, 4<sup>th</sup> Floor, City Hall  
Newport News, VA 23607

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### **ADDENDUM #4**

1. Responses to Questions received since Addendum #3 are attached.
2. No additional questions will receive responses prior to the closing date of the RFP.
3. Proposals remain due as originally scheduled: February 17, 2009, at Close of Business.
4. This Addendum document should be completed and returned with your proposal.

**Contract Officer:** \_\_\_\_\_  
Greg Smith, CPPB, C.P.M., Senior Buyer, (757) 926-8035

### **\*AN ORIGINAL AND FIVE (5) COPIES OF YOUR SUBMITTAL IS REQUESTED\***

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the services requested and certifies he has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fed. Tax ID (or Social Security #): \_\_\_\_\_

Virginia State Corporation Commission Corporate ID#: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be signed. All signatures must be original and not photocopies.**

The following information has been requested, and the City's response is as indicated:

1. Should our responses be entered directly into the RFP document or attached separately? Would you like us to comment and or agree or disagree to all sections or just Section V?

City Response: Except for responses to Section V (page 13 of the original solicitation), responses may be made directly into the RFP document. Offerors may attach responses to Section V as a separate document, clearly identifying the enumerated outline numbers of that section.

Included with this Addendum is a form on which offerors should list any exceptions to any term, condition, instruction or provision of the RFP.

2. Under Section VI, Direct on-line access to TPA system... "Ability to input claims directly into the TPA system" can you add any details regarding the direct input need? are you looking for the ability to Self administer claims within our system? Have the TPA capture report only claims?

City Response: We would like to have the ability to enter all First Report of Injury claim information directly into the TPA system, preferably via the Intranet. We do not want to self administer, however, we work closely with our TPA and communicate with the adjusters on a daily basis in order to resolve claims more efficiently and effectively.

3. In appendix A "Contact with Employees" ...Is 24 hour employee contact expected on all claims, including medical only claims?

City Response: 24 hour contact with our employees is not expected on medical or report only claims.

**EXCEPTIONS:**

Note: Offeror must sign the appropriate statement below, as applicable:

- ( ) Offeror understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

- ( ) Offeror takes exception to terms, conditions, requirements, or specifications stated herein (Offeror must itemize all exceptions below, and return with this RFP submittal):

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specify payment terms:** \_\_\_\_\_

Offeror should note that any exceptions taken from the stated terms and or specifications may be cause for their submittal to be deemed “Non-responsive”, risking the rejection of the submittal.

**End of Addendum #4**