



COORDINATING COMMITTEE

PUR-1422
ADDENDUM NO. 1

REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS FOR

A WORKERS' COMPENSATION THIRD PARTY ADMINISTRATOR

DATE: Thursday, April 25, 2019

Proposals Due: Monday, May 6, 2019
(Revised Due Date via Addendum No. 1) 4:00 P.M.

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all proposals will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum in the Q & E/Technical Proposal submittal. This Addendum consists of four (4) pages and three (3) attachments.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: All references in the Request for Proposal document made to the submittal deadline for Qualifications & Experience / Technical Proposals and Price Proposals have been extended to no later than **4:00 P.M., (EDST), Monday, May 6, 2019.**

ITEM NO. 2: *Inquiry:* On page 6, # 27 states that "The review and billing process, as well as proposed costs, shall be outlined in your price proposal, expressed as a per line

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(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

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cost with the County benefitting from a percentage of the savings.” Is the County asking for a separate payment for the percentage of savings or for the savings to be documented on the Explanation of Benefits and evidenced in the Medical Bill Review Report?

Response: In the Medical Bill Review Report.

ITEM NO. 3: *Inquiry:* On page 6, # 35 is not complete. Please provide the full statement.

Response: Refer to the RFP document, Page 6, Request for Proposals, Item No. 35; **CHANGE**, this sentence to read as follows: **Provide claims forms and other forms considered by the County and provider to be appropriate for the efficient operation of the Self-Insurance Program.**

ITEM NO. 4: *Inquiry:* On page 15, letter AA states “The County may make such investigations it deems necessary to determine the ability of the consultant to perform the work proposed. The consultant shall furnish to the County, within five (5) days of request, all such information and data for this purpose as may be required. The County reserves the right to reject any proposal if the evidence submitted or investigation of the consultant fails to satisfy the County that the consultant is properly qualified to fulfill the obligation of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.” Please define Consultant. Does this pertain to the actual RFP itself or subsequent work to be performed outside of the scope of work?

Response: Any work outside the scope of work.

ITEM NO. 5: *Inquiry:* Please define and provide examples as to what the County considers as “Extra Work” as outlined on page 9 in Section VI.

Response: Any work outside the scope of work of RFP.

ITEM NO. 6: *Inquiry:* The County has stated on page 15, Section XIII, letter B that a contract award date will be made within ninety calendar days after receipt of Qualifications & Experience/Technical Proposals, and Price Proposals from Contractors however the expected start date is July, 1, 2019. Due to the fact that we are already within the 90 day period, will an extension be granted? Please clarify the anticipated contract award date and expected contract start date.

Response: From date of submittal, it is anticipated that within forty-five (45) days an award will be made, and a new contract issued.

ITEM NO. 7: *Inquiry:* Does the County require transcriptions of all recorded statements or is access to the recorded audio files sufficient in most cases, when transcription is

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not required for a hearing or other official proceeding?

Response: Recorded audio files are sufficient in most cases.

ITEM NO. 8: Inquiry: Please provide some additional details surrounding the actuarial and other statistical services mentioned on page 5, 20 - e?

Response: To assist in preparation of data for outside Actuarial study required by Workers Compensation Commission, State of Maryland.

ITEM NO. 9: Inquiry: Please provide number of medical bills (including Rx bills) and lines processed per year for the last 3 years, as well as total charged and total allowed amounts.

Response: Please see Attachment A and B to this Addendum.

ITEM NO. 10: Inquiry: Regarding the data conversion:

- a. What format will the data be provided in and
- b. Will all data be coming from one system or multiple systems?
- c. Will you be able to provide a data dictionary for any reference tables used in the current database?
- d. What type data will be converted? E.g. Claims, Financials, Notes, Documents etc.?

Response:

- a. Data files are in a delimited format.
- b. One system.
- c. Yes.
- d. Converted data would include detail claim information, detail payment transactions, loss line details, adjuster notes and imaged documents.

ITEM NO. 11: Inquiry: Are all claims electronic or do you have any paper files?

Response: All claims are electronic.

ITEM NO. 12: Inquiry: How does the County define a medical only claim? Is there a maximum dollar value or length of time open before it becomes IND?

Response: A medical only claim is any claim involving medical attention, but no lost time from work beyond the state mandated waiting period.

ITEM NO. 13: Inquiry: How many medical bills have been processed each of the past 3 years? What is the total billed amount? How much was paid? What was total reduction

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for fee schedule, PPO and UR separately by type of reduction? How much was paid for each of those years in Bill Review Fees?

Response: Please see Attachment B; UR reductions not tracked.

ITEM NO. 14: Inquiry: How many of the County's claims each of the past 3 years involved telephonic nurse case management and field nurse case management?

Response: Please see Attachment B to this Addendum.

ITEM NO. 15: Inquiry: Will the County allow the uncontested medical only claims to be handled by a medical only adjuster in another state, if supervised by management in Maryland?

Response: Yes.

ITEM NO. 16: Inquiry: How many hearings took place each of the last 3 years?

Response: Ten to twelve hearings have taken place over the last 3 years.

ITEM NO. 17: Inquiry: What is the total amount of subrogation recoveries each of the last 3 years?

Response: Please see Attachment C to this Addendum.

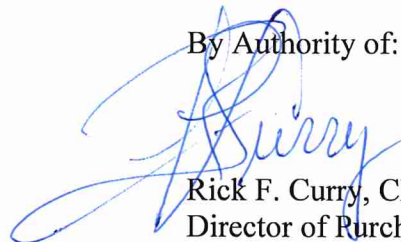
ITEM NO. 18: Inquiry: Please confirm whether or not the County wants us to also submit an electronic copy of the proposal on CD-ROM or USB thumb drive.

Response: USB thumb drives are to be submitted with the proposal.

ITEM NO. 19: Inquiry: Is the annual lump sum fee that is listed inclusive of the per claim fees as well as administrative costs? Or are the per claim fees in addition to a predetermined cap on annual claims?"

Response: Annual lump fee is inclusive of claim and administration cost.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

WASHINGTON COUNTY
COORDINATING COMMITTEE

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Attachment A

Account Name and Number	RX Program Type	Script Count	Billed	Paid	Overall Savings	Net Savings
THE BOARD OF COUNTY COMM - 0496448	Retail	169	\$ 32,722.00	\$ 22,583.00	\$ 10,140.00	\$ 7,706.00
THE BOARD OF COUNTY COMM - 0496448	Home Delivery	1	\$ 398.00	\$ 275.00	\$ 123.00	\$ 94.00
THE BOARD OF COUNTY COMM - 0496448	Out of Network	37	\$ 16,969.00	\$ 13,577.00	\$ 3,392.00	\$ 3,376.00
THE BOARD OF COUNTY COMM - 0496448	IW Reimbursement	3	\$ 27.00	\$ 27.00	\$ -	
Total	Total	210	\$ 50,116.00	\$ 36,461.00	\$ 13,655.00	\$ 11,176.00

Attachment B

Payment Year	Number of Bills	Total Charges	Allowed Amounts
2016	767	\$1,889,949.99	\$416,161.27
2017	732	\$1,030,252.74	\$534,336.27
2018	853	\$1,204,320.14	\$512,092.78
Total	2352	\$4,124,522.87	\$1,462,590.32

Attachment C

THE BOARD OF COUNTY

0496448

Calendar Year Recoveries

01/01/15 To 01/01/19

Yr Posted	Subrogation	State Fund	Excess
2018	\$150	\$0	\$699,528
2017	\$0	\$0	\$0
2016	\$0	\$0	\$0
2015	\$475	\$0	\$981,964
	\$625	\$0	\$1,681,492