

**ADDENDUM NO. 2**

Date: June 20, 2016

RFP Due Date: July 7, 2016
at 3:00 P.M. (Local Time)

RFP Name: Third Party Claims Adjusting Services

RFP No.: RMDX-160031-DD

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-proposal conference held on June 16, 2016.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. All questions must be submitted **in writing** to the City of Gainesville Purchasing Division by 12:00 p.m. (local time), June 22, 2016. Questions may be submitted as follows:
Email: drymonjd@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Doug Drymon, Senior Buyer
2. Please find attached:
 - a) Copy of the black out period definitions (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) distributed during the non-mandatory pre-proposal conference.
 - b) Copy of the June 16, 2016 Pre-Proposal Conference sign-in sheet showing attendees.
3. Doug Drymon, Senior Buyer with the City of Gainesville Purchasing Division, discussed the RFP requirements with the attendees. Mr. Drymon began the discussion by introducing David Jarvis, Workers' Compensation and Loss Control Manager with the City of Gainesville Risk Management Department, and Doug Prentiss, Safety Specialist, to those who were in attendance.
 - a. Sign-in Sheet was circulated on which all attendees were asked to indicate their attendance.
 - i. Name on submitted Proposal to match business name as signed in at pre-proposal conference.
 - b. Proposals are to be received by the Purchasing office no later than 3:00 p.m. on July 7, 2016. Any proposals received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Doug Drymon, Senior Buyer, via email or fax.
 - i. All communication through Doug Drymon only. Do not communicate with other City staff.
 - ii. Deadline for receiving questions or requests for additional information or clarification is June 22, 2016 @ 12:00 P.M. (Noon). All inquiries must be submitted in writing.
 - d. Discussed Proposal due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3:00 p.m. on July 7, 2016.
 - ii. Clearly mark outside of delivery package containing proposal with RFP number & name, Proposer's name, and proposal due date.

- e. Various forms (i.e. Drug Free Workplace, Living Wage, etc.) are to be completed and returned with your proposal.
 - i. Any form in the Request for Proposal document which does not apply should be marked "N/A" or with a similar notation, then signed, dated and returned with your proposal.
 - ii. Sign, date and return all Addenda signature pages. Also acknowledge Addenda where indicated on page 32 of RFP Document.

Following are answers/clarifications to questions received at the non-mandatory pre-proposal conference or which have been submitted to the Purchasing Office since Addendum No. 1 was issued:

4. Question: Who is the current broker for the City's insurance business?
Answer: Marsh USA, Inc.
5. Question: Regarding the on-site Adjuster – is this person expected to perform any out-of-the-office investigations?
Answer: Yes, although not always for vehicle-related accidents. Sewer back-ups are one of the most common types of occurrences which the Adjuster is called upon to respond to with a personal visit.
6. Question: Have there been any issues from the City's standpoint with the current TPA services provider?
Answer: No.
7. Question: How does the City handle the assignment of medical providers (Physicians), medical facilities (such as MRI's), legal counsel (Attorneys) and the like?
Answer: The City determines which outside parties (such as physicians, attorneys, medical facilities and investigation services) may be selected to handle claims cases. For example, the City is currently using Alliance for private investigative services, and is very satisfied with their service.
8. Question: How long has the City been with its current TPA services provider?
Answer: About 10 years continuously.
9. Question: How does the City handle managed care?
Answer: The City has opted out of managed care.
10. Question: How many employees does the City presently have?
Answer: Approximately 2,400 and growing.
11. Question: What is the length of the current expiring TPA term?
Answer: The present term covers three (3) years plus two additional extensions.
12. Question: Will the City be using the services of an outside consultant to undertake the evaluation of the proposals that are received in response to the RFP for Third Party Claims Adjusting Services?
Answer: No.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum signature page is to be returned with your proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.