

**ADDENDUM NO. 1**

Date: June 9, 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 to those holders on record of Request for Proposal No. RMDX-160031-DD, distributed May 21, 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. Interested parties are reminded that all inquiries must be submitted **in writing** to the City of Gainesville Purchasing Division no later than 12:00 p.m. (local time), June 22, 2016. Inquiries may be submitted as follows:

Email: [drymonjd@cityofgainesville.org](mailto: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).
  - b) Spreadsheet showing 5-year loss runs for the fiscal years 2010 through 2015.

Following are responses to inquiries which have been received as of this date from prospective proposers:

3. Question: May companies from outside the USA (example: Canada or India) submit a proposal?  
Answer: No. Companies must be licensed in the state of Florida and have a liability Adjuster located in Gainesville. (Note: The City can provide a work station for the Adjuster to use in the Risk Management Office.)
4. Question: Will the vendor selected to provide TPA services be required to any attend meetings in Gainesville?  
Answer: Yes. This would include (but is not limited to) attending hearings, depositions and other proceedings where appropriate or desirable from the City's standpoint.
5. Question: Can the tasks stipulated in the RFP be performed from outside the USA (such as from Canada or India)?  
Answer: No. Many of the requested services are expected to be performed on-site by a company representative. Please refer to Items I (F) and III (B) (1) of Exhibit F in the RFP document by way of example.

6. Question: May proposals be submitted by email?  
Answer: No. Proposals must be submitted in paper form to the address indicated in the RFP document by the stated deadline. Please refer to Section I (C) – “Proposal Submission” - of the RFP document for specific details regarding proposal submission.
7. Question: Is it possible to request a copy of current TPA’s contract?  
Answer: There is no reason to review the current expiring contract, as the evaluation of proposals and final award will be undertaken using the requirements and specifications outlined within the advertised RFP.
8. Question: What is the current annual fee paid by the City for TPA services?  
Answer: The current fee that the City pays for TPA services is of no importance insofar as this RFP is concerned. Proposers are encouraged to submit their most competitive fee based on providing the level and quality of services that the City is seeking to obtain through this RFP.
9. Question: Why has the city issued this RFP at this time?  
Answer: The current contract for TPA services is expiring on October 1, 2016. Past practice has been to issue an RFP at the end of the contract term and any extensions which the City has exercised.
10. Question: Does the current TPA’s contract with the city expire in 2016?  
Answer: Yes. Please refer to the answer given to Question 9.
11. Question: Are there any service issues with the current TPA?  
Answer: There are no issues with the current TPA.
12. Question: Please provide loss runs for the past 5 years.  
Answer: Loss runs for Fiscal Years 2010 through 2015 are provided as a separate document to this Addendum.
13. Question: How many open claims (by type) are there before the 2010-2011 periods which are not on the loss history exhibit?  
Answer: Please refer to the RFP.
14. Question: Please provide a breakdown of the total number of currently open workers’ compensation claims (by claims type – indemnity and medical only).  
Answer: Please refer to the RFP.
15. Question: Is the city through this RFP requesting that the TPA provide medical managed services, such as medical bill review, PPO network access and savings, and case management services (telephonic or field)? Who provides these services to the city currently?  
Answer: Please refer to the RFP (especially Exhibit F) to see the services the City is requesting.
16. Question: What fees are paid by the city for these various medical management services?  
Answer: Please refer to the response provided to Question 8.
17. Question: How many medical bills have been processed and paid each year for the past 3 full years?  
Answer: The City does not compile and store this information in a manner that makes it readily accessible to comply with this request.

18. Question: Please clarify the city’s preferred type of TPA fee- per claim or annual?

Answer: Please review Section VII (“Price Proposal”) of the RFP document to understand the format in which fees are to be presented.

19. Question: For staffing, the RFP requires one local liability adjuster. Would a liability adjuster based in the Orlando area, who can respond to the claims as needed, be acceptable to the city to meet the local requirement, or does the adjuster need to be based in Gainesville?

Answer: The City desires the adjuster to be based in Gainesville, and has previously provided a work station within the Risk Management Office for the adjuster’s use.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 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. 1 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.