

**REQUEST FOR PROPOSAL
THIRD-PARTY ADMINISTRATOR (TPA) TO MANAGE CITY'S
SELF-INSURED GENERAL LIABILITY PROGRAM FOR THE
CITY OF STOCKTON, CALIFORNIA (PUR 19-037)**

ADDENDUM No. 2

DATE: 12/12/19

To All Potential Bidders:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each proponent's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

**PLEASE NOTE THE FOLLOWING CHANGES TO RFP THIRD-PARTY
ADMINISTRATOR (TPA) TO MANAGER CITY'S SELF-INSURED GENERAL
LIABILITY PROGRAM (PUR 19-037)**

Proposals shall be submitted no later than 2:00 p.m., on Thursday, January 9, 2020, in the office of:

CITY CLERK
CITY OF STOCKTON
425 NORTH EL DORADO STREET
STOCKTON, CA 95202-1997

One (1) original and five (5) copies of the proposal shall be submitted. Additionally, submit one (1) electronic version of the proposal. The proposal should be firmly sealed in an envelope which shall be clearly marked on the outside, "THIRD-PARTY ADMINISTRATOR (TPA) TO MANAGER CITY'S SELF-INSURED GENERAL LIABILITY PROGRAM for the City of Stockton (PUR 19-037)." Any proposal received after the due date and time indicated may not be accepted and may be rejected and returned, unopened, to the proponent.

The following are clarifications, questions and answers:

Clarifications:

1. The estimated orals week is the First week of February 2020
2. Estimate notification of award date (to allow for customize implementation plan) is 2/15/2020
3. Contract effective date is 5/1/2019
4. Estimated claim volume new by claim type (BI, PD, etc.): See below

5. Anticipated claim volume open claims by type: 310 Annually

Policy type	NEW General/Public Liability	NEW Auto Liability	NEW Physical Damage / OTHER	General/Public Liability	OPEN Auto Liability	Employment Practices Liability
New/year	50	170	90	192	42	9

6. Currently City of Stockton Risk Management is using Risk Console Claims System Self-administered and claim system/RMIS to consolidate data from (Import to Broadspire).

Questions/Answers:

1. Will the City require an export from Broadspire to load into the City's RMIS? If so, what frequency; monthly, weekly, daily? Or will you be consolidating data in ours?

Yes. Weekly. RMIS Software is still being procured, ETA is Spring 2020; the City will need to import current data into Vendor claims system.

2. How many user ID's are required and what level number? How many Advanced AdHoc reporting ID's and number of real-time claim view look up ID's?

Two (2) Advanced AdHoc reporting ID's and Eight (8) of real time claim view look up ID's are required.

3. Where there any other documents other than the RFP PUR 19-037?

No.

4. Could the City provide a 5-year loss run?

Yes. See attachment titled City of Stockton All Liability Claims 12-5-19 5 year loss run.

5. What claims system is the City currently using?

Risk Console/ Ventiv

6. How many open claims do you currently have?

243

7. Are all closed files in the electronic claims system?

Yes

8. Does the City have paper files that need scanning/destruction?

No

9. What is the current # of internal staff, level, and # of claims handled?
1 FTE Claims Investigator, 1 FTE Admin Staff and .5 FTE Paralegal.
10. What will be the role of internal staff post-TPA selection?
Oversight and coordinate settlement approvals.
11. How many first party subrogation recovery claims were there in 2018?
40
12. In 2018, what was the frequency of Field Investigation occurrences?
100
13. On average, how many claims are litigated each year?
30
14. Who is the broker you work with?
AON
15. Who is your excess carrier?
CJPRMA
16. Are there any unique requirements that the City may have?
No.
17. What is your SIR, and is the TPA to adjust to just SIR or to total value?
1 million total value.
18. Is the Local Business Preference a total of 7% (2% of San Joaquin County, and 5% for City of Stockton) assuming the proposer qualifies for both?
Please see Page 3 of Section 1, 1.3 of the RFP. The business address of the firm must be domiciled in the stated boundaries and only one domicile boundary shall apply.
19. Do vendors remote employees working in the City of Stockton or San Joaquin County qualify for Local Business Preference?
Please see response to question 18.
20. Regarding Section 2.1 Question 5 in the RFP, is it the City's intent to have the ability to email from or directly to the TPA's claims system?
No.

21. Is the City's intent to be able to set diaries for their own users follow up or for follow up by the assigned adjuster?

The City's intent is to be able to set diaries for its own users.

22. What is the current open claim inventory broken out by claim type (auto liability, general liability, property), claim category (PD or BI) and claims year?

Answered Above.

23. Are there any Police and/ Fire related claims to be administered? If so, how many and can they be broken out by claim type (auto liability, general liability, property), claim category (PD or BI) and claims year?

Yes. Please see above answer in clarification number 5.

24. Can a loss run of both open and closed claims be provided?

Yes

25. What claims system does the City currently administer its claims in?

Answered above in question number 5.

26. Would this be the same system we would expect to extract the open and closed claims from?

Yes

27. What data transfer formats are available to the City?

CVS

28. Would the City be open to the finalist TPA to consider hiring any of current liability staff professionals currently on the program now?

No

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

Proposals Due – Promptly by 2:00 P.M., Thursday, January 9, 2020, City Clerk’s Office.

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? _____ (Procurement Specialist’s initials)