



citycounty insurance services
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Request for Proposals (RFP) Addendum

Workers' Compensation Third-Party Adjusting Services CIS Runout of Claims

CIS
1212 Court St. NE
Salem, OR 97301
(503) 763-3800

RFP Schedule	
Issuance of RFP:	February 24, 2021
Submission of Questions about the RFP:	March 10, 2021
Proposal Due:	March 24, 2021, 5:00 p.m. (PT)
Anticipated Contract Award:	May 5, 2021

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CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

ADDENDUM

A. BACKGROUND

On February 24, 2021, CIS issued a Request for Proposals (RFP) to solicit offers from qualified vendors to provide workers' compensation third-party adjusting (TPA) services for CIS Trust ("CIS").

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. Submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PT) on March 24, 2021.**

B. RESPONSES TO QUESTIONS

Question 1. Is it possible for CIS to manage the bank account?

CIS Response: Yes, we can work with the successful vendor for a mutually beneficial banking arrangement. Our preference is stated in the RFP.

Question 2. Is it possible for CIS to complete state and federal reporting?

CIS Response: We prefer the vendor handle state and federal reporting.

Question 3. Can we use a CSI bill review provider?

CIS Response: We prefer the vendor contract directly with the bill review provider.

Question 4. May we get 5 years of claims data in a spreadsheet format?

CIS Response: A deidentified loss run can be emailed to those who request it by sending an email to the RFP Contact Person Scott Moss at smoss@cisoregon.org.

Question 5. May we get a copy of the last WC actuarial report?

CIS Response: We can provide this to successful vendor. CIS is financially strong. This action is not being taken because of concerns with CIS' financial condition.

Question 6. Has CIS received authorization from the DCBS-WCD to appoint a TPA for the duration of the proposed 3-year term?

CIS Response: No, we have not received specific authorization from DCBS-WCD, but have met with them and advised of our plans to discontinue being a self-insured group and to use a TPA for claims runout.

Question 7. Could the WCD remove claims from the CIS-TPA and send to their contracted TPA within the proposed 3-year term?

CIS Response: We have no reason to believe they would take this action.

Question 8. Will CIS allow the successful TPA the hire CIS claims staff for the runout of claims? If yes will there be limitations regarding employee solicitations?

CIS Response: Yes. We are happy to place you in touch with CIS claims staff if they so desire.

Question 9. Will CIS have staff available to respond to runout questions from its 179 cities and counties that are SIG issues and not related to claims administration?

CIS Response: Claims adjusting staff may no longer be employed by CIS when the TPA contract commences. CIS is retaining loss control and return-to-work staff. Scott Moss and Dave Nelson will be the project managers for CIS.

Question 10. Does CIS plan to have regular quarterly claims review meetings regarding runout claims?

CIS Response: Yes, we will look to meet on a regular basis, at least quarterly for the first year, and then semi-annually thereafter.

Question 11. Should the TPA anticipate additional annual presentations for other CIS meetings?

CIS Response: We may have additional meeting requests, but will work with the successful vendor for mutually beneficial times.

Question 12. Would CIS consider monthly invoices based on open indemnity with annual maximums for potential reduced expense with predictability?

CIS Response: Yes, CIS will consider it, but it is not our preferred method for invoicing.

Question 13. May we get all detailed reports from CorVel specific to Bill Review to include; invoice volume, gross and net saving for 2019 and 2020?

CIS Response: We can provide this to successful vendor.

Question 14. On page 1 it states CIS expects 30-50 new claims submitted after July 1, 2021. Are you anticipating those would be re-opens or are these possibly new claims with an injury date prior to the 7/1/21 start date?

CIS Response: Both, though primarily claims occurring prior to July 1, 2021 but reported after. This estimate is based on prior experience of the lag of claims reporting.