

**Commonwealth of Virginia
Department of Human Resource Management
Workers' Compensation Claims Administration
and Cost Containment Services
RFP # WCS19-01**

**Addendum # 1
April 16, 2018**

This addendum is issued to respond to questions received at the mandatory pre-proposal meeting held on April 16, 2018. The submission date remains unchanged.

Please sign this form and include as a part of your submission.

X _____

1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

Answer: YES

2. Whether we need to come over there for meetings?

Answer: YES - There is a mandatory pre-conference on April 16, 2018 at 10 am

3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

Answer: NO – Please see section 3.3 of the RFP. While certain tasks associated with the program's ancillary services may be performed offsite, the dedicated claims and loss control administration and cost containment processing center is required to be housed on the 6th floor of the Monroe Building at 101 N. 14th Street, Richmond, VA (state site.)

4. Can we submit the proposals via email?

Answer: NO - Please see section 4.0 of the RFP.

5. Who is the current Contractor(s)? How long has this Contractor had the contract?

Answer: MC Innovations. The current contract has been in place since July 1, 2013.

6. Who is the bill review vendor for this contract?

Answer: WellComp, a Division of CareWorks Managed Care Services

7. Who is the Pharmacy Benefit Manager (PBM) for this contract?

Answer: First Script

8. Will the Contractor be required to use the DHRM's claims system for claims administration?

Answer: No.

9. If yes, please indicate the claim system. If not, please indicate which claims system the current vendor utilizes for consideration of data conversion requirements.

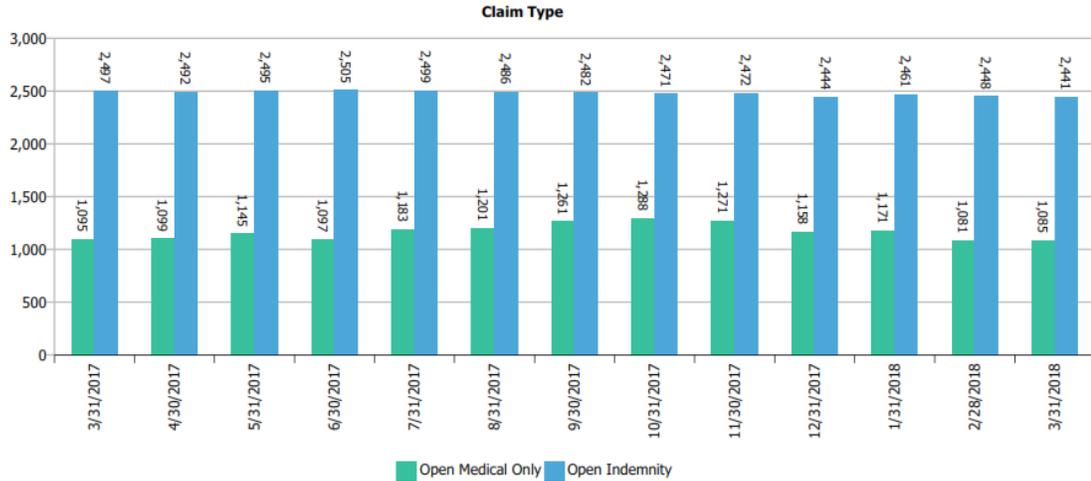
Answer: The current claim system is York Claims Expert (Version A)

10. Page 6 Section 3.4.5. It is unclear exactly how many FTE's are dedicated to each position listed. Please provide the number of FTE's per position.

Answer: Each vendor should evaluate their own business program to determine the exact number of staff needed. These are the minimum positions we would expect to be required.

11. Please provide the approximate number of open/reopened claims by line of insurance and type of claim.

Answer: DHRM's State Employee Workers' Compensation Services program's only line of insurance is workers' compensation. The chart below is the most recent data available, as of 3/31/18.



Evaluation Date	Open Medical Only	Open Indemnity	Total
3/31/2017	1,095	2,497	3,592
4/30/2017	1,099	2,492	3,591
5/31/2017	1,145	2,495	3,640
6/30/2017	1,097	2,505	3,602
7/31/2017	1,183	2,499	3,682
8/31/2017	1,201	2,486	3,687
9/30/2017	1,261	2,482	3,743
10/31/2017	1,288	2,471	3,759
11/30/2017	1,271	2,472	3,743
12/31/2017	1,158	2,444	3,602
1/31/2018	1,171	2,461	3,632
2/28/2018	1,081	2,448	3,529
3/31/2018	1,085	2,441	3,526

12. The RFP was issued on 4/8/18. A mandatory pre-bid is 4/16/18, and proposals are due 4/27 with an effective date of 7/1/18. This is a comprehensive request for proposal, a complex program requiring in-depth questions, answers and considerations to submit a proposal. The process of submitting a thoughtful and mindful and professional proposal of this nature involves several senior managers, marketing personnel and time prepare. We understand the pre-bid is on Monday, 4/16. There may be a number of viable contractors who may not be located on the eastern seaboard, or senior management staff who may need time to travel to attend. Is there a possibility of extending the pre-proposal conference to Tuesday, or even a later time of day to allow for travel?

Answer: No

13. Will the DHRM allow time for clarification of answers to question after the pre-bid?

Answer: Questions asked at the mandatory pre-bid conference will be answered in an addendum which is planned to be released within 24 hours of the pre-bid conference.

14. Will the DHRM allow a minimum of 3 weeks after the clarification to additional questions are released for proposal submission?

Answer: No. Timing is within published guidelines established for Virginia state agency procurements.

15. If the pre-proposal is 4/16 and the proposal is due on 4/27, that realistically provides only 5 business days to fully prepare and finalize proposals and pricing. It takes two-three days to print, bind and delivery by 4/26 to help ensure delivery. The DHRM will also need sufficient time for evaluations of proposals. Will the DHRM extend the current contract on a month-to-month basis to allow time for this RFP process to be completed in a time frame that will allow for the best evaluation possible?

Answer: Not at this time; however, published guidelines established for Virginia state agency procurements allow for extensions in exceptional or extenuating circumstances should the Purchasing Agency deem such a request necessary.

16. In Section 4.0; how many copies of the proposal do you need?

Answer: Only an original and four copies and an electronic redacted version on CD are needed. Please delete section 4.11.2 and refer to section 4.1.

RFP # WCS19-1
Workers' Compensation Claims Administration & Cost Containment Services
Mandatory Pre-Proposal Conference
Friday, April 16, 2018 at 10:00 a.m.

Note: This information will be publicly posted as a part of Addendum #1

Sign In Sheet

<i>COMPANY REPRESENTING</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
1. MC Innovations	1. Penny Gough	1. 
2. MC Innovations	2. MARK HYLAND	2. 
3.	3.	3.
4.	4.	4.
5.	5.	5.
6. 		
7. PENNY G. GOUGH, CWCP PRESIDENT		
8. office: 804.775.0702 cell: 804.405.4016 fax: 804.371.2556 pgough@MCIinnovations.com	PO Box 1140 Richmond, VA 23218-1140	
9. 		Mark Hyland Vice President of Claims
10.	10.	York Risk Services Group, Inc. 101 N 14th Street 6th floor Richmond, VA 23219
11.	11.	Tel: 804.775.0717 Cell: 804.310.1384 Fax: 804.980.7870 mark.hyland@yorkrsg.com www.yorkrsg.com
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