



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

**January 18, 2023**

## **REQUEST FOR PROPOSAL**

**RFP 2023P003**  
**Third Party Administrative Services**

### **ADDENDUM NO. 1**

Please make the following changes to the subject project.

- 1. CHANGE: Pre-Bid Meeting 2:00 P.M. Local Time, January 27, 2023**  
**Due: Question & Answers: 12 Noon, January 31, 2023**  
**Due 5:00 P.M. Local Time, February 9, 2023.**
- 2. Questions and Answers consisting of one page in Addendum No 1.**

**Where any requirements of the Request for Proposal conflict with an item in an Addendum, the Addendum shall govern.**

**All other terms and conditions of the Request for Proposal shall remain unchanged and in full force and effect.**

This addendum and other documents related to this project are available by visiting the Purchasing office website at:

<http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>

If you have previously submitted a response to this project and wish to have it returned, please email that request to [wwpur@muni.org](mailto:wwpur@muni.org)

All other terms and conditions remain unchanged.

Sincerely,

*Chris Hunter*

Chris Hunter  
Deputy Purchasing Director

**INVITATION TO BID NO. 2023P003  
Third Party Administrative Services**

**ADDENDUM NO. 1  
January 18, 2023**

**TO: PLANHOLDERS**

The contract documents for the referenced project are clarified and amended as follows:

**Responses to Bidders' Questions**

**Question 1:** Is this RFP for services to bridge the gap for services while MOA looks to fill the current vacant position?

**Response 1:** *Yes, the currently vacant position will remain posted, and this RFP is for services to bridge that gap.*

**Question 2:** Or is MOA looking to outsource third party administrative services going forward?

**Response 2:** *Please see the response to #1 above.*

**Question 3:** If moving to outsource, are there any current employees you would want to rebadge with the TPA?

**Response 3:** *No.*

**Question 4:** It sounds like you may just be looking for someone to come in and temporarily fill a vacancy. Is that correct?

**Response 4:** *No, we are looking for full TPA services for all time loss claims, the possibility of some medical only claims, complicated and/or litigated claims for the next year or longer.*

**Question 5:** *How would you decide how many claims need to be handled by a TPA? The RFP reads "the Risk Management Department is in need of Third-Party Administration of some, or all, of the workers' compensation pending and newly reported claims." We would need more definitive claims volumes in order to understand staffing needs and pricing.*

**Response 5:** *We will continue to handle standard medical only claims in the Risk Management office, as well as the more catastrophic losses, possibly the SIF and excess carrier reimbursement losses. However, given the potential length of the contract, the RFP is written to be flexible.*

**Question 6:** Claims volume is provided. Is that the volume of new claims annually? What are the number of current pending claims? What does the Department intend to do with those claims?

**Response 6:** *The claims currently pending at the Risk Management office will remain with the adjuster at the Risk Management office. At this time there are approximately 90 claims being adjusted outside the Risk Management Department of the MOA.*

**Question 7:** Would you consider accepting electronic RFP responses only as that is our sustainability best practice?

**Response 7:** *We do not accept electronic responses.*

**Question 8:** Can you provide a copy of the current service agreement in place?

**Response 8:** *Yes, see Attachment I, Short Form Contract with Amendment.*

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**Question 9:** Would MOA consider outsourcing the entire program and allowing new TPA to administer claims from their own system?

**Response 9:** *Not at this time.*

**Question 10:** Is there a reason the claims must be administered in MOA's claims system? Would a data feed be acceptable if claims were administered in the TPA's claims system?

**Response 10:** *At this time, we prefer to use Claim Pilot.*

**Question 11:** Would MOA accept a proposal outlining our medical bill auditing service along with metrics of performance for outcomes benchmarking?

**Response 11:** *The MOA is presently under contract with PacBlu for medical bill auditing service for MOA claims.*

**Question 12:** Can you provide a copy of MOA's medical bill auditing results including number of medical bills, billed and paid amounts and what was paid for those services?

**Response 12:** *Please see Attachment II, PacBlu Report for the month of December 2022.*

**Question 13:** The TPA's claims system is capable of generating the required reports which can then be downloaded into an Excel spreadsheet. Would that be acceptable?

**Response 13:** *I'm not certain what this question is requesting – are you referring to using an alternative software system to Claim Pilot?*

**Question 14:** We would not be able to identify the adjusters for your program until we understand the complete volume of claims, new and pending. Can that be provided?

**Response 14:** *It is not possible to provide an accurate figure for new claims that arise in the future. The pending volume figures have been provided in Attachment II.*

**Question 15:** What is the anticipated takeover date for this program?

**Response 15:** *Mid-March 2023.*

**Where any requirements of the Invitation to Bid are in conflict with an item in an Addendum, the Addendum shall govern.**

**All other terms and conditions of the Invitation to Bid shall remain unchanged and in full force and effect.**

END OF ADDENDUM NO.1