



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
**PURCHASING DIVISION**

Room 425 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3345  
608/266-4131

FAX 608/266-4425 TDD 608/266-4941

TRAVIS MYREN  
Director of Administration

CHARLES HICKLIN  
Controller

DATE: September 26, 2011

TO: All Proposers, Request For Proposals #111062: Third Party Administrator for Dane County's Self-Insured Workers' Compensation Program

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: **ADDENDUM #1**

**Questions and answers provided below in response to questions received.**

- Question #1* Who is the current excess carrier and what is the coverage provided... Aggregate and/or Specific. We want to be sure that we are approved to service claims for the carrier. Are there any claims open at current time that involve the excess carriers and on which reimbursements could be due?
- Answer #1 Dane County's excess WC carrier is Safety National Casualty Corporation. The policy runs from 01/01/2011 through 01/01/2012. Our coverage includes a \$400,000 self-insured retention, and Employers' liability limit of \$1 million. There are two claims currently in the excess layer of coverage.
- Question #2* Can you provide copy of the current experience mod work up that you receive? Who will provide the audited payroll/premium info to be used in this work up?
- Answer #2 Attached please find the current experience mod work up. Dane County provides the TPA with audited payroll information used in this work up.
- Question #3* RFP references run off claims.. Can you provide estimate as to how many are open and how old those claims are. This is important to determining work loads and pricing.
- Answer #3 Please see attached.
- Question #4* What is an incident ? Is this event with out any medical treatment - either external or internal?
- Answer #4 An incident is when a supervisor completes an Employers First Report of Injury and there is no medical expense nor lost time.

*Question #5 The nursing home payroll no longer exists.. What happened to this operation and are the old claims still being handled by County program?*

Answer #5 Dane County reclassified our nursing home employees.

*Question #6 How many employees will need access to the claim processing software in the event that a better and more cost effective system alternative is available?*

Answer #6 Three employees will need access to the claim processing software (Risk Manager, Risk Mgt Technician, and our Safety Coordinator).

*Question #7 Who is the current TPA?*

Answer #7 Willis of Wisconsin is the current TPA.

*Question #8 Can you provide current TPA fees to us?*

Answer #8 See attached.

*Question #9 I do not see WC Excess mentioned in this proposal. Can you confirm that Workers Compensation Excess Insurance is not part of the RFP?*

Answer #9 Please see Answer to Question #1. Workers Compensation Excess Insurance is not part of the RFP, but providing information to Dane County so we can forward it onto our Workers Compensation Excess Insurance carrier is part of the RFP.

*Question #10 Is it permissible for you to provide us with a copy of Willis of Wisconsin's current contract with the County?*

Answer #10 See answer to Question 8.

*Question #11 In Section 1.2.4 it is stated that "Dane County Risk Management staff currently enters information from all Employer's First Report of Injury forms into CSC's Risk Master claim processing software. As a remote user, our current TPA connects to the RiskMaster server through this web site..." In that context, is it the County's expectation that the winning bidder will adjudicate claims in the RiskMaster system? Alternatively, would the County allow the winning bidder to process claims in their proprietary claims adjudication system instead of RiskMaster?*

Answer #11 The County expects that the winning bidder will adjudicate claims in the RiskMaster system or process claims in their proprietary claims adjudication system instead of RiskMaster. However, if a bidder does not intend to adjudicate claims in the Risk Master system, it must explain the alternative in its bid.

*Question #12 Will the County be transferring open claims from Willis of Wisconsin to the winning bidder?*

Answer #12 No.

*Question #13 If yes, please provide us with a report identifying open claims valued as of August 31, 2011.*

Answer #13 See answer to Question #3.

*Question #14 With respect to the Guaranteed Annual Fee does the County want Life of Contract or Life of Claim pricing?*

Answer #14 Life of Claim.

*Question #15 Approximately how many take over files will there be?*

Answer #15 Zero.

*Question #16 What is budgeted for the TPA expense for the Dane Co WC Program?*

Answer #16 There is \$70,000 in the 2011 and 2012 budgets for the Workers Compensation TPA.

**Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.**