

Scott B. Clark, Risk and Benefits Officer  
Human Resources, Evaluation and Technology

**SUBJECT:                   REQUEST FOR AUTHORIZATION TO AWARD REQUEST FOR INFORMATION (RFI) #090-GG10, SELF INSURED CLAIMS ADMINISTRATION PROGRAM SERVICES: TRANSLATION, TRANSPORTATION, SURVEILLANCE & INVESTIGATION, MEDICARE SET-ASIDE AND COURT REPORTING**

**COMMITTEE:               INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

**LINK TO DISTRICT STRATEGIC PLAN:       IMPROVE FINANCIAL SERVICES**

At the Board meeting of March 12, 2008 the Board authorized the Superintendent of Schools to release Request For Information (RFI) #090-GG10, Self Insured Claims Administration Program Services: Translation, Transportation, Surveillance & Investigation, Medicare Set-Aside and Court Reporting. These ancillary services are an integral part of proper workers' compensation claims administration and this RFI was issued in order to receive information from providers of these services which could be evaluated to better manage outcomes and control claims expenses.

Responses were received on April 29, 2008 and the evaluation of these responses was presented to the Board-approved Superintendent's Ad-hoc Insurance Committee on July 16, 2008. The committee gave staff direction to obtain clarification and negotiate terms from respondents with final recommendations to be brought to the Board for approval. The cost of these services will be paid as allocated claims expenses with funding for such expenses to be paid from District claims loss funds. Following are the recommended vendors for award by type of service:

Translation Services

Eleven companies provided proposals in response to RFI #090-GG10 for translation services. Staff met with the three companies listed below as directed by the Ad-hoc Committee.

Optimal Communicators, Inc., Lake Mary, FL  
Tri-County Medical Transportaion, Pompano Beach, FL  
Zonecare USA, Delray Beach, FL

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### Transportation Services

Nine companies provided proposals in response to RFI #090-GG10 for transportation services. Staff met with the four companies listed below as directed by the Ad-hoc Committee.

Black Diamond Services, Pompano Beach, FL  
Transmed Xpress Inc., Miami, FL  
Tri-County Medical Transportation, Pompano Beach, FL  
ZoneCare USA, Delray Beach, FL

### Medicare Set Aside Services

Thirteen companies provided proposals in response to RFI #090-GG10 for Medicare Set Aside services. Staff met with the four companies listed below as directed by the Ad-hoc Committee.

Kelley Kronenberg Gilmartin Fichtel & Wander, P.A.  
Rigell, Ring, Ardman, Waterman & Wolfe, P.A., Ft. Lauderdale, FL  
Specialty Allocations, Inc., Winter Springs, FL  
Claude B. Seltzer and Associates, Inc., Sunrise, FL

### Surveillance and Investigation Services

Thirteen companies provided proposals in response to RFI #090-GG10 for surveillance and investigation services. Staff met with the four companies listed below as directed by the Ad-hoc Committee.

ICDA Investigations, Inc., Miami, FL  
RJD Unlimited, Inc., Miami Lakes, FL  
S.K.I. Investigations, Miami, FL  
Woodall and Broome Investigative Services, Clearwater, FL

### Court Reporting Services

Two companies provided proposals in response to RFI #090-GG10 for court reporting services. Staff met with both companies listed below as directed by the Ad-hoc Committee.

Atkinson-Baker, Inc., Glendale, CA  
Cheryl Corlazzoli, Pinecrest, FL

**RECOMMENDED:** That the School Board of Miami-Dade County, Florida:

Authorize the Superintendent to enter into contracts with the following firms at the set pricing pursuant to the terms of Request For Information (RFI) #090-GG10, Self Insured Claims Administration Program Services: Translation, Transportation, Surveillance & Investigation, Medicare Set-Aside and Court Reporting, for a three-year period, with the ability to renew for two additional one-year periods subject to mutual agreement between the parties, effective January 1, 2009. The cost of these services will be paid as allocated claims expenses.

Translation Services

Optimal Communicators, Inc., Lake Mary, FL  
 Tri-County Medical Transportaion, Pompano Beach, FL  
 Zonecare USA, Delray Beach, FL

<u>Spanish &amp; Creole (non-rare languages)</u> <u>Professional:</u> <u>Legal:</u>	\$60/hr – 1 hour minimum \$70/hr – 1 hour minimum
<u>Travel Time:</u> <u>Mileage:</u>	\$25/hr \$0.45/mile & capped at 40 miles
<u>Translation of Documents</u>	Per page=\$55 for Spanish & Creole Per page=\$75 for rare languages No per word charges
<u>Additional Misc. Fees</u>	<ul style="list-style-type: none"> <li>• Rush Fee: \$15</li> <li>*less than 3 hrs lead time</li> <li>• No Show/Late</li> <li>Cancellation: equal to minimum prof/legal fee</li> <li>*less than 24 hrs notice</li> <li>• All telephonic communication:\$1.89/min</li> <li>• Sign language: \$75/hr</li> <li>• Rare language: \$75/hr</li> <li>• Mileage rates may increase annually if gas prices increase significantly</li> <li>• No extra charges for after hours, holidays or weekends</li> </ul>

Transportation Services

Black Diamond Services, Pompano Beach, FL  
 Transmed Xpress Inc., Miami, FL  
 Tri-County Medical Transportation, Pompano Beach, FL  
 ZoneCare USA, Delray Beach, FL

<u>Ambulatory</u>	\$2.00/mile, \$25 minimum
<u>Wheelchair</u>	Per load: \$60, \$3.00/mile, \$40 minimum
<u>Stretcher</u>	Per load: \$105, \$5.00/mile, \$80 minimum
<u>Additional Misc. Fees</u>	<ul style="list-style-type: none"> <li>• No show: \$25</li> <li>• Mileage rates may increase bi-annually if gas prices increase significantly</li> <li>• No extra wait time charges unless pre-approval is provided</li> <li>• Wheelchair fee: \$25 (ambulatory only)</li> <li>• No extra charges for after hours, holidays, weekends</li> <li>• Rush fee: \$15 – Less than 3 hours notice</li> </ul>

Medicare Set Aside Services

Kelley Kronenberg Gilmartin Fichtel & Wander, P.A.  
Rigell, Ring, Ardman, Waterman & Wolfe, P.A., Ft. La  
Specialty Allocations, Inc., Winter Springs, FL  
Claude B. Seltzer and Associates, Inc., Sunrise, FL

<u>Analysis of MSA/ MSA Allocation</u>	<p>\$2,500 per claimant  *For analysis, preparation, submission to CMS and all updates within a 6-month period following initial analysis (includes initial conditional payment identification)</p> <p>\$500 annually for updates for each subsequent 12 month period (e.g., from 6 months to 18 months following initial analysis, from 18 months to 30 months following initial analysis, etc.)</p>
<u>Preparation of MSA Allocation, Submission to CMS, SS &amp; Medicare Determination</u>	Included
<u>Medicare Conditional Payments (for review/disputes/negotiations/appeal)</u>	Hourly \$110, Maximum \$1,500 unless exception noted
<u>Additional Misc. Fees</u>	<ul style="list-style-type: none"> <li>• Attorney: prevailing rates</li> <li>Paralegal: prevailing rates</li> <li>• Attorneys must bill all MSA services separate</li> <li>• Life Care planning: \$125/hr</li> </ul>

Surveillance and Investigation Services

ICDA Investigations, Inc., Miami, FL

RJD Unlimited, Inc., Miami Lakes, FL

S.K.I. Investigations, Miami, FL

Woodall and Broome Investigative Services, Clearwater, FL

<u>Surveillance</u>	\$69/hr and no more than \$550/day (includes limited data base background check – vehicle ownership, drivers license and residence information) Included in hourly fee: -Video surveillance -Surveillance reports
<u>Activity Checks</u>	\$350 (includes limited data base background check – vehicle ownership, drivers license and residence information; family/household information, discreet neighborhood check when appropriate, approximately 4 hours of surveillance & report)
<u>Alive &amp; Well Check</u>	\$69/hour (includes brief review of injured workers overall health status via visiting the injured workers home)
<u>Travel time</u>	No travel time
<u>Expert Testimony</u>	\$69/hour
<u>Mileage rate</u>	No charge in tri-county area Mileage charges with prior approval only for work outside tri-county area
<u>Recorded Statements</u>	\$69/hr (portal to portal) + \$9/page transcription fee (Maximum one hour is permissible for report writing. Hourly fee includes all appropriate photographs)
<u>Basic Background Check</u>	\$50 (includes data base checks of vehicle ownership, drivers license, social history/residence information, liens, judgments, bankruptcy and professional licenses. Criminal Background checks not included.)
<u>Additional Misc. Fees</u>	Hospital OR MRI OR Prescription Drug searches: \$150 (includes check of 10 locations with proximity to stated address)

Court Reporting Services  
 Atkinson-Baker, Inc., Glendale, CA  
 Cheryl Corlazzoli, Pinecrest, FL

<u>Deposition Transcripts:</u> (includes 2 paper copies, email copy & copy on disc)	All: Per page: \$4.00
<u>All Other Transcripts (Final Hearing, Arbitration, Trial)</u> (includes 2 paper copies, email copy & copy on disc)	All: Per page \$6.00
<u>Copy Only</u>	All: Per page: \$2.95
<u>Expedited Transcript Surcharges</u>	Delivery within: 10 business days – no surcharge 8 – 9 business days – 20% surcharge 6 – 7 business days – 40% surcharge 4 – 5 business days – 60% surcharge 2 – 3 business days – 80% surcharge next day – 100% surcharge same day – 125% surcharge
<u>Appearance Rate:</u>	<u>Depositions</u> First hour: \$75 Additional hours: \$35 Before 9 am & After 5pm: \$50 additional  No Show – 1 hour + \$15 for certificate of non-appearance Deposition cancellation – no charge if over 2 hours notice provided. If less than 2 hours notice, 1 hour charge applies  <u>Final Hearing/Arbitration/Trial</u> With transcript: Morning \$150, Afternoon \$150 No transcript: Morning \$200, Afternoon \$200 Additional \$50 if start before 9 am or end after 5 pm Final Hearing/Arbitration/Trial cancellation – no charge is notice is provided day prior to scheduled event. If notice not provided, cancellation charge is \$200.
<u>Real Time Depositions</u>	Additional \$1.75/page – needs to be pre-arranged
<u>Additional Misc. Fees</u>	<ul style="list-style-type: none"> <li>• Conference rooms: At cost</li> <li>• Exhibit copying: \$0.25/page</li> <li>• Courier, FedEx, UPS mailing: at cost</li> <li>• Parking is at cost</li> <li>• Mileage: \$0.40/mile (if over 50 miles)</li> </ul>

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