

MEMORANDUM

October 12, 2009

TO: The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

FROM: Alberto M. Carvalho, Superintendent of Schools *AMC*

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP)# 007-KK10, WORKERS' COMPENSATION AND THIRD PARTY LIABILITY CLAIMS ADMINISTRATION SERVICES
(Associated with Agenda Item E-67, Board meeting of October 14, 2009)

The attached Agenda Item E-67 is being withdrawn from the October 14, 2009 Agenda in order to finalize the Exhibit consisting of the sample contract, including provisions for performance standards for the selected claims administrator.

This item will be brought back to the School Board meeting of November 17, 2009.

AMC/SBC:mgr
M518

Attachment

cc: School Board Attorney
Superintendent's Cabinet

Financial Services
Richard H. Hinds, Chief Financial Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) #007- KK10, WORKERS' COMPENSATION AND THIRD PARTY LIABILITY CLAIMS ADMINISTRATION SERVICES

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

LINK TO DISTRICT STRATEGIC PLAN: IMPROVE FINANCIAL SERVICES

At the Board meeting of May 16, 2007, the Board authorized a three-year contract with Gallagher Bassett Services, Inc. (GB) to provide third party claims administration for all self insured casualty claims including all forms of general liability, professional liability errors and omissions, automobile liability and workers' compensation. The authorization was for a flat annual fee to be paid to GB of \$5,811,281 for each of the three years. The third year of that contract became effective July 1, 2009.

State Board Rule 6A-1.012(15) and School Board Rule 6Gx13- 3F-1.021, Request For Proposals and Professional Service Contracts, provide the Board the authority to directly negotiate for third party administrative contracts, which the Board has authorized in the past for this contract. Staff believes that the current program is strategic and saves the District money, but believes it is in the District's best interest at this point to seek competitive proposals for a new contract to become effective July 1, 2010.

Consistency is key in claims administration; therefore, staff is recommending that Request For Proposal (RFP) #007-KK10, Workers' Compensation and Third Party Liability Claims Administration Services be issued now with the following timeline:

RFP TIMELINES

RFP Release Date.....	October 15, 2009
Pre-Bid Conference.....	November 5, 2009 (2:00 P.M. EST)
Written Questions Due	November 11, 2009 (3:00 PM EST)
Addendum Issued.....	November 25, 2009
RFP Proposal Due Date	December 15, 2009 (2:00 PM EST)
Ad-Hoc Committee Meetings.....	January - February, 2010
Recommended Board Action.....	March, 2010
Coverage Effective Date.....	July 1, 2010

SUPERINTENDENT'S AD-HOC INSURANCE COMMITTEE

Pursuant to School Board Rule 6Gx13- 3F-1.022, Professional Service Contracts for Insurance or Risk Management Programs – Policy, an Ad-Hoc Insurance Committee will review received proposals, and make recommendations which subsequently will be taken to the Board for final action. The Ad-Hoc Insurance Committee will consist of the following individuals:

Associate Superintendent and Chief Financial Officer, Financial Services
Risk and Benefits Officer, Office of Risk and Benefits Management
Deputy Superintendent, District/School Operations
Assistant Superintendent, Human Resources, Recruitment & Performance Management
Chief Facilities Officer
Supervisor, Workers' Compensation, Office of Risk and Benefits Management
Workers' Compensation Manager, Miami-Dade County Risk Management Division, GSA

Additionally, the following representatives will serve as non-voting resource persons to the Ad-Hoc Committee:

Representative from the Board Attorney's Office
Representative from the Office of Procurement Management
Representative from MWBE & Related Services
Representative, Board Property/Casualty Insurance Consultant

Copies of the RFP will be distributed to Board Members, the Superintendent of Schools, and appropriate District staff, and will be placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

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

1. authorize the Superintendent of Schools to issue a Request For Proposals (RFP) #007- KK10, Workers' Compensation and Third Party Liability Claims Administration Services; and
2. approve the composition of the Ad-Hoc Committee.

RHH:sbc