

Financial Services
Richard H. Hinds, Chief Financial Officer

**SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST
FOR PROPOSALS (RFP) #024-MM10, FIELD CASE
MANAGEMENT SERVICES**

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

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

An important component of the medical management of workers' compensation claims is the use of field case management to control medical expenditures. Field case management is utilized on an as-needed basis to assist in the medical and rehabilitative management of claims. Case Management assignments are task-focused as directed by the licensed insurance adjuster, nurse consultant, or appropriate staff from the Office of Risk and Benefits Management and include the following services:

- Evaluation and coordination of medical and rehabilitative services utilizing cost containment strategies;
- Meeting with injured workers, treating physicians, and other medical professionals to evaluate progress and determine appropriate treatment methodologies;
- Assessment and identification of barriers to recovery and return to work capabilities;
- Hands-on response to catastrophic injuries; and
- Written case summaries for documentation of medical recovery for adjusters, medical staff, and excess carrier, where appropriate.

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Seltzer & Associates has been providing comprehensive field case management services for Miami-Dade County Public School's workers' compensation injuries since 2007. In the rare case that an injured worker who requires these services no longer resides in the South Florida area, other vendors have been utilized. When required, these services are paid for as allocated expense payments from the individual claim files for the injured worker.

Staff is now seeking to obtain competitive proposals for Field Case Management Services, effective July 1, 2012 for an initial three (3) year term, with the ability to renew for two (2) additional one (1) year periods, subject to successful negotiations.

The timeframe for the RFP is as follows:

RELEASE OF RFP TO VENDORS	January 19, 2012
PRE-BID CONFERENCE	February 7, 2012
WRITTEN QUESTIONS DUE	February 14, 2012
PROPOSALS DUE/BID OPENING	MARCH 6, 2012
AD-HOC COMMITTEE MEETINGS	MARCH – APRIL, 2012
RECOMMENDED AWARD	MAY-JUNE, 2012

SUPERINTENDENT'S AD-HOC INSURANCE COMMITTEE

Pursuant to School Board Policy 6332- Professional Service Contracts for Insurance or Risk Management Programs, an Ad-Hoc Committee will review received proposals and make recommendations to the Superintendent, which upon approval will be taken to the School Board for final approval. 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
Workers' Compensation Supervisor, Office of Risk and Benefits Management
Manager, Workers' Compensation, Miami-Dade County, Florida
Risk Manager, Miami-Dade College
Employment & Staffing Officer, Human Resources
Supervisor, Employee Resources, Human Resources

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

Representatives from: School Board Attorney's Office
Office of Procurement Management
M/WBE & Related Services
District's Risk Management Consultant

Copies of the RFP will be distributed to Board Members, 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 Request For Proposals (RFP)# 024-MM10, Field Case Management Services; and
2. approve the composition of the Ad-Hoc Committee.

RHH:sbc