

Financial Services
Judith M. Marte, Chief Financial Officer

SUBJECT: REQUEST FOR AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) #065-PP10, THIRD PARTY CLAIMS ADMINISTRATION

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

At the Board meeting of June 18, 2014, the Board authorized the Superintendent of Schools to execute an amendment to its existing claims administration contract with Gallagher Bassett Services, Inc., for a one-year extension effective July 1, 2014 to July 1, 2015 and also authorized staff to create a comprehensive Request For Proposal (RFP) to be brought back to the Board within 90 days to seek competitive proposals for its third party claims administration services for an effective date of July 1, 2015.

Staff has created RFP# 065-PP10, Third Party Claims Administration Services to seek competitive proposals for an initial three-year contract, with the ability to extend the contract for up to two, one-year extensions, not to exceed five years, effective July 1, 2015. The RFP will seek proposals for companies to provide the District comprehensive third party claims administration services to include the following components:

- Dedicated claims office in Miami-Dade County with licensed Claims Adjusters, Claims Supervisors and support personnel;
- Comprehensive claims administration for Workers' Compensation claims, including the ability to support the District's proprietary provider network, medical management, pharmacy benefit management, and disability management components;
- Comprehensive claims administration for General/Automobile/Professional liability claims, including field investigation services;
- Existence of a state of the art claims information system which provides District staff from the Office of Risk and Benefits Management, the Board Attorney's Office and Management and Compliance Audits, as well as external stakeholders which include outside defense counsel, External Auditors, Office of Inspector General and excess insurance carriers, access to claims information;
- All required reporting to the State of Florida and excess carriers;
- The requirements to take over all existing, open claims as well as handling claims incurred after July 1, 2015.

RFP TIMELINES

RFP Release Date..... September 4, 2014
Pre-bid Conference September 18, 2014
Written Questions Due September 26, 2014 (3:00 PM EST)
RFP Due Date October 24, 2014 (2:00 PM EST)
Recommended Board Action..... December 10, 2014
Contract Effective Date..... July 1, 2015

SUPERINTENDENT’S AD-HOC INSURANCE COMMITTEE

Pursuant to School Board Policy 6332, 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:

- Deputy Superintendent/Chief Operating Officer
- Chief Financial Officer
- Risk and Benefits Officer
- Treasurer
- Assistant Superintendent, Human Capital Management
- Executive Director, Office of Risk and Benefits Management
- Risk and Benefits Supervisor (Workers’ Compensation)
- Economic Development Officer, Economic Development
- Risk Manager, Broward County Board of Commissioners

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

- Representative from the Board Attorney’s Office
- Representative from the Office of Procurement Management
- Representatives from School Board Risk Management Consultants

The Ad-Hoc Committee meetings will be appropriately advertised, and representatives from the District’s Employee Unions will be notified of the meeting dates in advance.

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) #065-PP10, Third Party Claims Administration; and
2. approve the composition of Ad-Hoc Committee.

JMM:sbc