



December 17, 2014

**SUBJECT: Letter of Clarification No. 17 Self- Insured Workers' Compensation
Third Party Administration & Related Services**

REFERENCE: Request for Proposal (RFP) No. S66-T25102

TO: All Prospective Proposers

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Question:

Outline the current staffing structure by position? (Account manager, Claims manager, Supervisors, Indemnity Adjusters, Medical Only Adjusters, and Support Staff)?

Answer:

See question/Answer #13

Below is a current listing of Staff by title:

- Program Manager
- Operational Manager / Asst. Claims Manager
- Team Lead / Supervisor
- Team Lead / Supervisor
- Claim Assistant
- Claim Assistant
- Claim Assistant

- Examiner
- Examiner (Medical Only)
- Lost Time Examiner
- Lost Time Examiner
- Lost Time Examiner
- Lost Time Examiner

Sincerely,

Kim Smith

Department of Workers' Compensation Division