



CITY OF HOUSTON

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Mayor

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January 7, 2015

**SUBJECT: Letter of Clarification No. 64-66 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.

64. Question:

This is related to the updated pricing form "Flat Fee Program Administration Cost":

There are not any line items listed for **managed care services**; i.e. medical bill review services, pharmacy oversight (PBM), pre-authorization/utilization review, telephonic case management, field case management, nurse reviews for MBR, retrospective review, IRO's, and ancillary services. Where would the City prefer to have pricing listed for these items?

64. Answer:

We have added a Managed Care Services Section to include the identified areas of cost to **Exhibit X, Flat Fee Program Administration Cost**. Other cost areas identified needs to be added as "Other Cost" under this section.

65. Question:

Can DBE certification issued through the TX Unified Certification Program be accepted in lieu of the M/WBE certification?

65. Answer:

“No. The firm must have a local business presence, and be certified as an MWBE by the City’s Office of Business Opportunity, found at: <https://houston.mwdbe.com/FrontEnd/VendorSearchPublic.asp>

66. Question:

Regarding the question 8.31 Please state bank reconciliation systems offered and how often these will be offered.; what is meant by 'bank reconciliation systems'?

66. Answer:

Protecting public funds is a high priority for the City of Houston. “Bank reconciliation systems” is referring to the banking controls (segregation of funds, accountability, approval, records, audit trails, processes in place for managing the deposits, disbursements, etc.) to safeguard public funds.

Sincerely,

Kim Smith

Department of Workers’ Compensation Division