

## **TOWN OF SCITUATE**

### **INVITATION TO BID**

#### **THIRD PARTY ADMINISTRATOR FOR WORKERS' COMPENSATION CLAIMS**

##### Introduction

The Town of Scituate, a Rhode Island municipal corporation (hereinafter referred to as "Municipality"), located in northwestern Rhode Island, desires to engage a third party to administrator to assist in the administration of workers' compensation claims.

##### Services to be provided:

- Assist in the administration of workers' compensation claims, including investigation, employer contact/interview and recommendations to the Municipality on resolution of claims and return to work issues.
- Issue checks to Municipality's workers' compensation claimants for lost wages, scarring, and loss of function. Municipality shall reimburse the company for all payments.
- Company will negotiate and pay scarring and loss of function claims valued at less than Five Thousand Dollars (\$5,000). For scarring claims valued in excess of \$5,000 the company will review scarring and submit photos and RI workers compensation form with suggested values to Municipality's Town Council, Treasurer and Town Solicitor. For loss of function claims valued in excess of \$5,000 the company will provide loss of function rating value and RI workers' compensation form to Municipality's Town Council, Treasurer and Town Solicitor. Negotiation of any scarring or loss of function claims valued in excess of \$5,000 will be handled by the Municipality. Upon instruction and authorization from Municipality's Town Council, Treasurer and/or Town Solicitor, company will issue payments and file the RI workers' compensation form for all such scarring and loss of function claims.
- Company will file RI workers' compensation forms with the Department of Labor and Training on behalf of Municipality.
- Company will perform medical monitoring of all claims including, but not limited to, interaction with health insurance providers for Municipality, and review of health care provider notes and protocols. Company will submit copies to the RI Employer's First Report of Injury to Blue Cross' Municipal Unit.
- All medical authorizations and bill processing will be performed by Blue Cross. Municipality's employees will be instructed to notify treating medical providers to bill Blue Cross. Company will not pay medical bills.
- Company will assist Municipality in the selection of physicians for impartial medical examinations (IME) and/or will review and monitor IME reports.
- Company will communicate with treating physicians on return to work issues and report same to Municipality.

- Company will establish and maintain claims files to contain all facts and information necessary for the proper service and administration of claims.
- Company will recommend expenditures and establishment of reserves for all workers' compensation issues.
- Company will make recommendations relating to necessary accommodations (equipment job adjustments), subrogation, mutual agreements and fees related to claims.
- Company will assist with contract interpretation as it applies to workers' compensation but company will not provide legal advice.
- Company will assist in the design, implementation and monitoring of light duty programs, SAE and return to work issues as appropriate.
- Company will assist Municipality's legal counsel with respect to workers' compensation claim matters and work site issues as appropriate.
- Company will provide detailed reports on claim status and expenditures based on reports in its possession.
- Company will provide detailed quarterly loss runs (January 1, April 1, July 1, and October 1).
- Company will maintain electronic recordkeeping as necessary.

DEPARTMENT	ANNUAL PAYROLL Salary Incl ot/pt
Highway/Public Works	\$726,660
Police Dispatch/Clerical	\$379,790
Recreation/Sr. Services	\$225,615
General Government	\$627,560

Bids shall be delivered in sealed envelopes marked "THIRD PARTY ADMINISTRATOR FOR WORKERS' COMPENSATION CLAIMS."

Sealed bids will be received at the Town Clerk's Office, 195 Danielson Pike, North Scituate, Rhode Island 02857 until 3:00 p.m. prevailing time on Wednesday, January 3, 2018 at which time all bids will be opened publicly.

The Town reserves the right to reject any and all bids, or parts thereof, and waive any irregularity in the bids received, and to accept the bid, or parts thereof, deemed to be the most favorable to the best interests of the Town.