

## **City of Richmond Request for Proposal**

### **THREE YEAR CONTRACT FOR ADMINISTRATOR OF WORKER'S COMPENSATION CARVE OUT WITH LOCAL 188**

#### **PURPOSE**

The purpose of this three-year contract is to secure an administrator that will act as a neutral party to assist in administering the workers' compensation carve-out with City of Richmond Local 188 employees. The ideal administrator will have experience with public agencies and workers' compensation.

#### **SCOPE OF SERVICES**

##### **ADMINISTRATION**

Serve as the ADR Administrator to oversee the implementation of the ADR program and provide consultation to the Joint Committee, which consists of three members representing the City and 3 members representing Local 188, in the administration of the program, including but not limited to:

- Provide assistance to the Joint Committee in monitoring the work of the Nurse Advocate and Claims Unit, and other ADR professionals, on an ongoing basis for compliance with training as well as the requirements set forth in the ADR program.
- Provide ongoing training as necessary to optimize the performance of the program; including but not limited to training regarding the roles of those involved in the delivery of compensation and the review of loss runs with the purpose of identifying claims that require extra steps to move them forward toward resolution.
- Assist employer and third-party claims administrator in supplying the legally required data to the Division of Workers' Compensation in March of each year (Labor Code Section 3201.7(h)).
- Attend all labor management meetings and report on the performance of the program.
- Other duties and assignments as established by the Joint Committee consistent with the intent and purpose of the ADR Agreement.

##### **1. Training and Meetings**

- Provide training to the Joint Committee, Nurse Advocate, and Claims staff

working for the Third-Party Administrator

- Advise claims management regarding required data collection as necessary.
- Attend meetings of the Joint Committee, and prepare informational material as requested.

## 2. Other Program Components

- Provide expertise in making decisions regarding medical provider list and medical-legal evaluator list; and
- Assist in drafting other program documents as requested by the Joint Committee (i.e. forms, form letters, rules, medical network guidelines, etc.).

### **SELECTION CRITERIA**

Candidate must have the ability to provide the entire scope of services outlined above and have significant experience in this field. Total cost of the proposal will also be considered.

### **PROPOSAL DEADLINE**

Deadline for proposal submission is June 14, 2022, at 5:00 p.m.

### **PROPOSAL SUBMISSION INSTRUCTIONS**

Please submit sealed proposals to the address below:

**CITY OF RICHMOND**

**HUMAN RESOURCES MANAGEMENT DEPARTMENT-RISK MANAGEMENT  
DIVISION**

**ATTENTION: DOROTHY MANDUJANO**

**450 CIVIC CENTER PLAZA, SUITE 310**

**RICHMOND, CA 94804**

**(510) 620-6600**