

**Lackawanna County Board of Commissioners**  
**Request for Qualifications**  
**Workers' Compensation Claims Third Party Administrator ("WCTPA")**  
**ID#: 019-15-125**

**NOTICE IS HEREBY GIVEN:** That pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA, 18503, on February 11, 2015 at 2:00 PM, prevailing time, for Workers' Compensation Claims Third Party Administrator ("WCTPA").

**A. Purpose:** The purpose of this Request for Qualifications is to solicit interest from qualified firms to provide professional services for the County. A qualified firm will be selected through a competitive, quality-based, fair and open process, at the sole discretion of the County.

**B. Procedures for Responding to Request for Qualifications:**

1. Four (4) copies of the submission, inclusive of all information required at Section D hereof, should be provided. Qualifications must be submitted to the Board of Commissioners, c/o Steve Barcoski, interim County Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA, 18503. Submissions must be submitted in a sealed envelope with the name of the firm submitting the qualifications clearly marked on the outside of the envelope. It is recommended that each submission package be hand-delivered or delivered by package courier service (e.g., Federal Express, UPS, etc.). The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made at the sole discretion of the Board of Commissioners.
2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Steve Barcoski, interim County Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, PA, 18503.

**C. Criteria for Evaluation of Qualifications:** The Board of Commissioners will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the County;
3. Knowledge of the County, its affairs, and operations;
4. Availability to accommodate any required meetings of the County;
5. Compliance with the minimum qualifications established by the County for the position;
6. Other factors determined to be in the best interest of the County.

**D. Qualification Requirements:** The Board of Commissioners is requesting qualifications for a Workers' Compensation Claims Third Party Administrator, which should include:

1. Scope of Services;
2. Resume(s) of key WCTPA personnel who would service the County's account;
3. Facilities; and,
4. Conflict of Interest.

***The following explains what the Board of Commissioners expects in each of the major qualification sections:***

- 1. Scope of Services:** The Board of Commissioners is requesting qualifications to provide professional services for the County. Your response should detail your firm's qualifications to provide that type of service.

The minimum qualifications established by the County for the professional appointment as the County's WCTPA are as follows:

- A. Twenty (20) or more years of experience administering workers' compensation claims for self-insured public entities; provide a listing of at least five (5) of your firm's self-insured public entity clients
- B. Demonstrated sufficient staffing levels to conduct timely claim investigations of reported claims, determine the compensability of each claim within the time requirements set by the Workers' Compensation law of the Commonwealth of Pennsylvania, and provide prompt and timely adjudication of claims, as well as indemnity (wage loss), medical expense, and other claim expense payments.
- C. Provide evidence that your firm is in good standing with the Commonwealth of Pennsylvania's Bureau of Workers Compensation, Self-insurance Division.
- D. Demonstrate the ability to work in concert with the County's Office of Insurance and Risk Management, and the County's legal team of Workers' Compensation defense counsel(s), to mitigate the County's self-insured workers' compensation claims expense; provide specifics as to what "tools" your firm would utilize to control and/or reduce the County's self-insured workers' compensation claims expense(s); if your firm has any unique products and/or services, please identify and provide an example(s) of how these products/services would benefit the County's self-insured workers' compensation program.

- 2. Resume(s):** All resumes submitted to the County shall include the following:

- A. Name and address of your firm and the Corporate Officer authorized to execute a contract/agreement with the County.
- B. A brief description of your firm's history, ownership, organizational structure, location of its management, location of its proposed service team for the County, and licenses to do business in the Commonwealth of Pennsylvania.

- C. The names, experience, qualifications, and applicable licenses held by the individuals primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County.
- D. A listing of local government and/or public entity clients with which your firm has had or currently maintains a similar contract (WCTPA); identify number of years your firm has provided WCTPA services to the listing of local government and/or public entity clients; include the name, address, and telephone number of a contact person for each of your listed local government and/or public entity clients.
- E. A statement of your firm's insurance coverage. Submitting firms must provide a Certificate of Insurance, including proof of WCTPA Errors & Omissions coverage, in responding to this RFQ, with Lackawanna County, PA, named as the Certificate Holder; a minimum of \$3 million of WCTPA E&O is required by the County.
- F. A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and/or regulations that may have any impact on your firm's operations.

**3. Facilities – Office Locations:**

- A. Specify your firm's facilities/locations which will provide services to the County (list all locations and the services provided at each location).
- B. List your firm's personnel at each location that will provide services to the County.

**4. Conflict of Interest:** State if your firm, and/or firm personnel that would service the County's account, have any Conflict of Interest should your firm be selected to provide WCTPA professional services to the County.

- E. **Reservation of Rights:** The Board of Commissioners reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any timely submitted proposal as may be permitted by law.