



# Fontana Unified School District

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RFP NO. 24/25-0022  
WORKER'S COMPENSATION CLAIMS ADMINISTRATION  
AND MANAGED CARE SERVICES

**ADDENDUM NO. 4**  
December 3, 2024

This addendum forms a part of the Contract Documents and modifies the original documents dated November 5, 2024. It is intended that all work affected by the following modifications shall conform to related provisions and general conditions of the bid documents. The bidders shall be responsible for transmitting this information to all affected subcontractors and suppliers prior to the closing of bids.

**This form must be completed, signed and submitted with the Proposal Form. Failure to do so may subject bidder to disqualification.**

**PROPOSAL SUBMITTAL DUE DATE EXTENDED:** The deadline for submitting proposals has been extended to **Friday, December 13, 2024**. All sealed proposals must be submitted no later than **2:00 p.m. on December 13, 2024**.

**REVISION TO RFP DOCUMENTS:**  
RFP documents revised to include TPA or JPA.

**RESPONSE TO RFI/QUESTIONS SUBMITTED BY POTENTIAL RESPONDENTS:**  
RFI/Questions received are restated below:

**RFI #1:** Do you want 2013 bill volume or should it read 2023?

***Response:*** **2023**

**RFI #2:** Do you want 2021 summary data or should it read 2023?

***Response:*** **2023**

**RFI #3:** Can you provide annual data for each of the last 3 years for:

- a. Bill volume
- b. UR volume (Level 1 and Level 2)
- c. TCM volume
- d. FCM volume

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**BOARD OF EDUCATION**

Joseph "Joe" Armendarez  
Adam P. Perez  
Jennifer Quezada, Ed.D.  
Mary B. Sandoval  
Marcelino "Mars" Serna

**SUPERINTENDENT**

Miki R. Inbody

**Response:** a. 2022 – 3,184; 2023 – 2,917; 2024 – 2,751  
b. Total number of reviews: 453  
Total number of reviews for 1st level: 432  
Total number of reviews for 2nd level: 21  
c. Does not apply to the District.  
d. Does not apply to the District.

**RFI #4:** Exhibit E is mentioned in the Managed Care Questionnaire (page 31) but there are no exhibits attached to the 36-page document other than Exhibit A for Non-Collusion. Do we need to request additional exhibits from the District if responding only to the MC Services section?

**Response:** No.

**RFI #5:** If we are responding to the Managed Care only section of the RFP, may we enter hourly or fixed rate pricing for our services and not include a total annual fee as the quantities of services are unknown?

**Response:** Yes.

**RFI #6:** Are respondents required to submit a hard copy via mail and a soft copy via email or just one of the other?

**Response:** A hard copy via mail.

**RFI #7:** Can you indicate reasons for going out to bid? Is the contract expiring?

**Response:** The District would like to get an annual estimated cost of going to a TPA or JPA. There is no current contract in place.

**RFI #8:** Please define OEO as noted in Question 7 on page 24 of the RFP.

**Response:** Unable to answer.

**RFI #9:** Is the District happy with its current managed care vendors? Are the areas for improvement you can share?

**Response:** Yes; not at this time.

**RFI #10:** With the considerable preparation effort required and tight timeframe for response submissions, will the District truly be considering changes in vendors?

**Response:** Yes.

**RFI #11:** Please indicate how many open files in each of these claim categories:

- a. Medical Only
- b. Future Medical
- c. Indemnity

**Response:**     *a.       346*  
                  *b.       0*  
                  *c.       155*

**RFI #12:**       How many are the newly reported, by claim type, for last fiscal year?

**Response:**     *Medical only – 86; Indemnity – 47*

**RFI #13:**       What is the current staffing model for the District?

**Response:**     *Unable to answer.*

**RFI #14:**       Does the District have any staffing requirements such as: caseload caps lower than 150, dedicated vs designated claims team, etc.?

**Response:**     *Case load cap – 150; a dedicated adjuster or adjusters.*

**RFI #15:**       Can you provide three years of loss history, either via a loss run or SIP report of inventory?

**Response:**     *Three years of loss run report is attached.*

**RFI #16:**       Please provide a five-year standard loss run, including current statuses of the claims (open or closed), occurrence or claim within an occurrence, with cause codes, total paid and total reserved.

**Response:**     *Five-year standard loss run report is attached.*

**RFI #17:**       How many data sources (systems) are anticipated for a data conversion upon a successful award?

**Response:**     *One – Risk Connect.*

**RFI #18:**       Please provide the names of the data sources the District anticipates a successful bidder to submit data to and with what frequency is/are the data feed(s) anticipated?

**Response:**     *The District anticipates a successful bidder to submit data to Risk Connect on a quarterly basis.*

**RFI #19:**       What will be the format of the oral interview and how much time is allotted for each vendor?

**Response:**     *The District has not decided on conducting presentations at this time.*

**RFI #20:**       We acknowledge there is a requirement to build a claims manual for the program. Can you please clarify what you are looking for in more detail? For example, will this be a program binder or a document listing our best practices?

**Response:** *A claims manual of what the TPA or JPA is requesting from Fontana Unified School District and how to get it to the TPA or JPA.*

**RFI #21:** The RFP asks for training procedures that we will provide for Fontana USD in the following areas: claims and administration and processing, program implementation, and legal responsibilities. If the district intends to outsource their claims to a TPA, will you still require internal staff to be trained in how we administer and process claims and to what extent?

**Response:** *Yes, to provide information requested by TPA or JPA.*

**RFI #22:** The RFP asks for representation at hearings which involved workers' compensation claims against FUSD and/or its member districts. Will the district allow for our claims staff to outsource these appearances to a defense firm where legal matters are contested?

**Response:** *Yes.*

**RFI #23:** The RFP asks for assistance in development of policies and procedures to ensure that the employee's ability to work is consistent with the findings of the Workers' Compensation Appeals Board. Please clarify if the district is seeking Sedgwick's guidance with shaping your internal Return-to-Work procedures and the interactive process.

**Response:** *No.*

**RFI #24:** How many hard copies of the final Proposal Documents are you requesting?

**Response:** *One hard copy and one electronic copy via USB if possible.*

**RFI #25:** ASCIP is a Joint Powers Authority that provides Workers' Compensation Coverage and Services to public schools and colleges. We do not administer workers' compensation claims in-house; we outsource claims handling to two Third-Party Administrators, including Managed Care Services. Given this, we have the following questions:

Are we eligible to respond to RFP 24/25-0022 on behalf of our third-party administrators?

**Response:** *Yes.*

**RFI #26:** Per page 5 of the RFP, please re-confirm we are to only email our RFP response to Shamica Nance @ Shamica.Nance@fUSD.net ?

**Response:** *Proposals shall be hand delivered or mailed to:  
Fontana Unified School District  
Attn: Purchasing Department  
9680 Citrus Avenue, Bldg. #30  
Fontana, CA 92335*

**RFI #27:** Please note, per the pic below, we are unable to locate this RFP within OPENGOV. Please advise.

**Response:** *This RFP will not be conducted via OPENGOV. Please read RFP documents in its entirety for submittal instructions.*

**RFI #28:** Typically the managed care services organization is not required to hold a fidelity bond like a TPA would. Is the \$2m bond only for the TPA portion of this RFP?

**Response:** *The bond is only for the TPA or JPA.*

**RFI #29:** How many bills are processed each year for the last 3 years?

**Response:** *Please refer to the response to RFI #3.*

**ATTACHMENTS**

Revised RFP documents

Three years of loss runs report

5-year standard loss run report



Shamica R. Nance, Sr. Director  
Purchasing, Warehouse and Mail Services

**PLEASE SIGN & RETURN FORM WITH YOUR PROPOSAL**

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Bidder

\_\_\_\_\_  
Print Name of Company