

ADDENDUM NO. 1

RFI NUMBER 059-MM10

**REQUEST FOR INFORMATION
FOR
WORKERS' COMPENSATION CLAIMS SERVICES: TRANSLATION,
TRANSPORTATION, SURVEILLANCE / INVESTIGATION, AND MEDICARE
SET-ASIDES**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

August 8, 2012

PURPOSE OF ADDENDUM

This Addendum has been prepared to provide additional proposal information.

ACKNOWLEDGMENT OF ADDENDUM TO RFP

As required in the RFI, proposers are reminded that they should either acknowledge receipt of this addendum on their proposal, or attach this addendum to their proposal. In order to acknowledge receipt of this addendum on their proposal, proposers should properly complete Proposal Forms.

STATUS OF ADDENDUM

To date, this is the first (1st) addendum that has been issued for Request for Information: 029-MM10, Workers' Compensation Claims Services: Translation, Transportation, Surveillance/Investigation, and Medicare Set-Asides.

ADDITIONAL INFORMATION REQUESTED

The following is provided in response to proposers' specific requests for additional information:

1. Q: *The RFI is broken down by separate services to be provided (Translation, Transportation, Surveillance / Investigation, And Medicare Set-Asides). Is it acceptable to provide a proposal for only one service listed in the RFI or do we need to provide a proposal for all services?*

A: All services are severable. Proposers may submit a response for one service or for a combination of services requested in the RFI.

2. Q: *To make sure we understand your submission requirements correctly, please verify that this is the format you are requesting: Three (3) original proposals (paper), each sealed in a separate envelope marked 'originals'; Three (3) copies of the proposal (paper), each sealed in a separate envelope, and each accompanied by a CD copy, in Microsoft*

Word. Do you want the six (6) sealed envelopes bundled together and submitted in one larger envelope/package?

A: Proposers are to submit three (3) paper original proposals that are clearly labeled as the "original", three (3) paper copies of the proposal, and three (3) electronic copies for a total of 9 copies. The paper copies and the electronic copies are to contain your proposal in its entirety. The electronic copies of your proposal are to include the proposal forms in Microsoft Word format. Electronic copies may be submitted on CD or on a flash drive.

All nine (9) proposals can be placed in the same package (box, envelope, container, etc.) and sent together. However, all packages sent to the School Board must be plainly marked on the outside as **"REQUEST FOR INFORMATION FOR WORKERS' COMPENSATION CLAIMS ADMINISTRATION PROGRAM SERVICES RFI NUMBER 051-MM10, DUE: 2:00 P.M. AUGUST 23, 2012"**

3. Q: ***Can we submit our proposal at any time prior to the deadline date?***

A: Yes.

4. Q: ***Regarding pricing in Section V, is the \$550/day for an 8-hour rate and what is the proposed mileage rate for work outside tri-county area?***

A: Regarding Surveillance (limited data base background checks, video surveillance and surveillance reports) the current and the not to exceed per hour price is \$69.00. The maximum amount that can be charged in one day for Surveillance is \$550.00 (i.e. if in one day Surveillance is conducted by the proposer in excess of 7.98 hours, the maximum allowable charge will be \$550.00)

Mileage rate charges outside the tri-county require prior approval. The agreed upon mileage rate will be determined at that time.

5. Q: ***Are we able to propose to one Workers' Compensation Claims Administration Program service or does the proposal have to include all four?***

A: Please refer to the response to question 1. of this Addendum No. 1.

6. Q: ***What is the expected value/spend for each Workers' Compensation Claims Administration Program service?***

A: The expected spend is approximately the same as the historic cost for services.

7. Q: *What is the historical value/spend for each Workers' Compensation Claims Administration Program service?*

A: Please refer to Exhibit C – Historical Data for details regarding the historic cost for each of the Workers' Compensation Claims Administration Program services.

8. Q: *Our company has investigators located throughout the state of Florida who work remotely from their home offices. These investigators report to our corporate office which is also located in Florida. Please advise if this will satisfy the Local Business Affidavit of Eligibility.*

A: To be considered a local business, the vendor must have a valid business license issued by a jurisdiction located in Miami-Dade County, and the vendor's headquarters be located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date.

In addition, in order for a vendor to be eligible for the local preference status they must meet all of the requirements outlined in School Board Policy 6320.05. Please see the Miami-Dade County Public School's website and Exhibit E for those specific requirements.