

**CITY OF BIRMINGHAM  
PURCHASING DIVISION  
710 NORTH 20TH STREET  
ROOM P-100 CITY HALL  
BIRMINGHAM, AL 35203-2227  
(205) 254-2265**

**JULY 31, 2023**

**ADDENDUM NO. 1  
ITB #: 24-01**

**THE INVITATION TO BID FOR THIS SOLICITATION IS HEREBY AMENDED OR CLARIFIED AS SET OUT BELOW. THIS ADDENDUM IS CONSIDERED TO BE AN INTEGRAL PART OF THE ITB AND MUST BE SUBMITTED WITH YOUR RESPONSE. ALL OTHER TERMS AND CONDITIONS OF THE ITB REMAIN UNCHANGED AND IN EFFECT.**

TO: All Prospective Bidders

The Invitation to Bid for “**WORKERS’ COMPENSATION THIRD PARTY ADMINISTRATION**” is hereby amended or clarified as outlined in the following manner:

**QUESTIONS WITH ANSWERS BELOW:**

1. Is your current TPA program meeting your expectations?

**Yes**

2. What does your current staffing model look like?

**No**

How many adjusters work on your current program?

**Two (2)**

Do you require on-site adjusters?

**No**

3. Who is your excess carrier?

**Midwest Employers Casualty**

4. What are your adjuster caseload expectations?

**Currently two (2) adjusters and do not work with other clients**

5. Will we be able to use our preferred vendor partners?

**Yes**

6. Any expectations for stewardship/claim review?

**Yes, monthly claim reviews and quarterly stewardship meetings**

7. What are your pain points with your current Third Party Administrator?

**None**

8. Will you please provide a copy of your most current loss runs in Excel format, preferably for at least the last three (3) years?

**See Attachment Link**

**ADDENDUM NO. 1 - ITB #: 24-01**

**(CONT'D)**

9. Could you please provide a copy of your current contract?

**Submit your request to the Office of Public Information  
Public Information Request Form - [www.birminghamal.gov/public-records-request](http://www.birminghamal.gov/public-records-request)**

10. Is it your expectation that a successful vendor will have either an office in and/or current staff based in Alabama?

**Yes**

11. Whether companies from Outside USA can apply for this? (like, from India or Canada)

**No**

12. Whether we need to come over there for meetings?

**Yes**

13. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**No**

14. Can we submit the proposals via email?

**No**

Receipt of acknowledgment for this addendum is required by signing and returning with your bid response.

**Note:** Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed also.

**ACKNOWLEDGED:**

BIDDER: Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Authorized by: \_\_\_\_\_

(Signature, Title & Date)