

Attachment A

EVALUATION WORKSHEET

Evaluation Team Results

RFP NO.	TITLE	DATE
#17-084	Worker's Compensation & Ancillary Services	

RANK	VENDOR
1	
2	
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10	

Recommended Vendor: _____

EVALUATION FORM

THIRD PARTY ADMINISTRATOR & Ancillary Services (RFP #17-084)

Vendor Name: _____

Evaluator Number: _____

Date: _____

TPA Services	Comments
Overall responsiveness to the Request for Proposal Includes clarity and general quality of the proposal submitted. Include in this rating category the caseload of examiners, education of County employees and supervisors, communications with County Risk Management, and the soundness of reserving policies and practices	
Comprehensiveness of the Bidder's submitted proposal Bidder's understanding of the desired scope of work and the ability to perform such work as evidenced by Bidder's proposal. Include in this category the attention to medical control, support for return to work, timeliness and consistency of contact with injured employee and doctor, interval of file review and apparent overall efficiency and effectiveness of administration.	
Related Technical Capability Expertise and experience of the bidder and staff personnel in providing similar services, which includes experience levels of examiners, on-going training, data management and reporting to County, access to claims management information system, organizational control and support of examiners.	
Performance Capabilities Include in this category reputation, reliability and service history as determined by reference validations.	
Capability of Bidder to Complete the "Scope of Work" Include in this category the effectiveness and timeliness of the	

claims set-up process, the schedule and procedures for file conversion, procedures for management and control of the trust checking account.	
Bidders Acceptance of Terms and Conditions of the RFP Include in this category bidder's commitment to cooperate with other vendors, such as utilization review and bill review, conformance to County insurance requirements, assumption of responsibility for penalties arising from TPA failure to meet mandated deadlines and any exceptions bidders take to requirements set forth in the RFP	
Cost of Services Include in this category the cost of services proposed in relationship to the "Scope of Work"	

Additional Comments:

Bill Review	Comments
Overall responsiveness to the Request for Proposal Includes clarity and general quality of the proposal submitted.	
Comprehensiveness of the Bidder's submitted proposal Bidder's understanding of the desired scope of work and the ability to perform such work as evidenced by Bidder's proposal. Include in this category: • Administrative process • Staffing • Receipt of billings • Location/Experience with California OMFS • Financial stability	
Related Technical Capability Include in this category: • Technological effectiveness (ensure payment at OMFS, avoid duplicate payments, etc) • Ability to compile statistical data • Reporting capability	
Performance Capabilities Include in this category reputation, reliability and service history as determined by reference validations.	

Nurse Case Management	Comments
Overall responsiveness to the Request for Proposal Includes clarity and general quality of the proposal submitted.	
Comprehensiveness of the Bidder's submitted proposal Bidder's understanding of the desired scope of work and the ability to perform such work as evidenced by Bidder's proposal. Include in this category: • Staffing/Relationship with local treaters • Location/travel • Administrative Process	
Related Technical Capability Include in this category: • Ability to compile statistical data • Reporting capability	
Performance Capabilities Include in this category reputation, reliability and service history as determined by reference validations.	
Capability of Bidder to Complete the "Scope of Work" Include in this category: • Timeliness of Processing • Commitment to Quality of Care • Philosophy	
Bidders Acceptance of Terms and Conditions of the RFP	

Include in this category: Exceptions to RFP • Ability to work with non-affiliated TPA	
Cost of Services Include in this category the cost of services proposed in relationship to the “Scope of Work”	

Additional Comments:

MPN	Comments
Overall responsiveness to the Request for Proposal Includes clarity and general quality of the proposal submitted.	
Comprehensiveness of the Bidder's submitted proposal Bidder's understanding of the desired scope of work and the ability to perform such work as evidenced by Bidder's proposal. Include in this category: • Knowledge of local area • Relationships with local providers • Accessibility • Administrative Process	
Related Technical Capability Include in this category: • Ability to compile statistical data • Reporting capability	
Performance Capabilities Include in this category reputation, reliability and service history as determined by reference validations.	
Capability of Bidder to Complete the "Scope of Work" Include in this category: • Development /Approval • Procedures and Notices • Employee Communication • Ability to work with County in Development	

Utilization Review	Comments
Overall responsiveness to the Request for Proposal Includes clarity and general quality of the proposal submitted.	
Comprehensiveness of the Bidder's submitted proposal Bidder's understanding of the desired scope of work and the ability to perform such work as evidenced by Bidder's proposal. Include in this category: • Compliance with UR standards • Staffing • Accessibility • Administrative Process	
Related Technical Capability Include in this category: • Ability to compile statistical data • Reporting capability	
Performance Capabilities Include in this category reputation, reliability and service history as determined by reference validations.	
Capability of Bidder to Complete the "Scope of Work" Include in this category: • Timeliness of Processing • Procedures and Notices • Responsiveness to Health Care Providers • Physician Qualifications	

Bidders Acceptance of Terms and Conditions of the RFP Include in this category: • Exceptions to RFP • Ability to work with non-affiliated TPA	
Cost of Services Include in this category the cost of services proposed in relationship to the “Scope of Work”	

• Exceptions to RFP • Ability to work with non-affiliated TPA
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Include in this category the cost of services proposed in relationship to the "Scope of Work"

Additional Comments: _____

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