



Department of Administrative Services

Purchasing and Contracts

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Sabra Smith Newby, Chief Administrative Officer
Adleen B. Stidhum, Purchasing Manager



CLARK COUNTY, NEVADA

RFP NO. 603577-15

CONTRACT FOR CLAIMS ADJUSTING SERVICES FOR LIABILITY CLAIMS

February 23, 2015

ADDENDUM NO. 1

REQUEST FOR PROPOSAL

1. The RFP opening date of March 12, 2015 at 3:00:00 p.m. **remains unchanged**.

GENERAL CONDITIONS

2. Page 4, item No. 19 – Evaluation Criteria, Paragraph C – Experience and Staff Qualifications, Subsection ii: **delete** in its entirety.
3. Page 5, item No. 19 – Evaluation Criteria, Paragraph G – Questionnaire: **delete** in its entirety.

EXHIBITS

4. Exhibit 2 – Scope of Work, Paragraph C – Reports and Analysis, last paragraph: **delete** "xx" and **replace** with "ten (10)".
5. Exhibit 4 – Fee Schedule: **delete** and **replace** with the attached Revised Exhibit 4 – Fee Schedule.

QUESTIONS AND ANSWERS

- Q1: The loss run information contained in the RFP does not contain financial data; can you provide the loss run with the financials?
A1: We don't believe it is necessary to release any additional information regarding loss runs. The caseload information already provided should be sufficient.
- Q2: How many adjusters are handling the account?
A2: There is no staffing requirement. Based on the caseload information provided, they should determine how to staff the account.
- Q3: Is the staff to be dedicated or designated to the account?
A3: Yes, we need staff dedicated to the account in accordance with the requirement that we have 24 x 7 coverage requirements and response time requirements.
- Q4: What is the current file count per adjuster?
A4: Not applicable.
- Q5: Who is the excess carrier, and what is the SIR?
A5: The adjuster is not expected to coordinate coverage with our excess carrier. We handle that with our DA and broker.

Q6: What type of loss control services is the County requesting?

A6: Unless it is specifically enumerated already in the SOW, we are not requesting specific services. They are free to provide information regarding services they can provide to us.

Except as modified herein, all other RFP specifications, terms and conditions shall remain the same.

Should you have any questions, I can be reached at (702) 455-2729 or chetanc@clarkcountynv.gov.

ISSUED BY:



CHETAN CHAMPANERI

Purchasing Analyst

Attachment(s): Revised Exhibit 4 – Fee Schedule

cc: Les Lee Shell, Director of Risk Management
Kathy Jenkins, Finance

**REVISED EXHIBIT 4
FEE SCHEDULE**

PROPOSER shall complete the following table accordingly and identify all charges your firm will bill for claim adjusting services, reports and/or computer services.

Item No.	Description of Services	Period of Performance				
		Date of Award - June 30, 2016	July 1, 2016 - June 30, 2017	July 1, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020
1	Claim Services:					
a	Adjuster, per hour	\$	\$	\$	\$	\$
b	Appraiser, per hour	\$	\$	\$	\$	\$
c	Set-up Fee (charged once per file)	\$	\$	\$	\$	\$
d	Photocopies, per print	\$	\$	\$	\$	\$
e	Mileage, per mile. Mileage rates are based upon current IRS mileage rate.	\$0.575	\$ TBD	\$ TBD	\$ TBD	\$ TBD
f	Stenographic, per page	\$	\$	\$	\$	\$
g	Indexing	\$	\$	\$	\$	\$
h	MMSEA Filing	\$	\$	\$	\$	\$
2	Additional Costs:					
a		\$	\$	\$	\$	\$
b		\$	\$	\$	\$	\$
c		\$	\$	\$	\$	\$

PROPOSER may, at their discretion, propose any additional pricing models in addition to the above. If so, PROPOSER shall provide the COUNTY with a recommendation and explanation as to which pricing method best meets the overall objective in the most cost-efficient manner.