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January 30, 2023

Addendum Number 1
Informal Request for Proposals No. 23-01-210263
Pension Disability Medical Determinations and Claim Services

This Addendum is being issued to provide information as follows:

1. The Proposal Due Date is changed to 3:00 pm, February 9, 2023, Alaska Time.

Questions & Answers

2. IRFP Reference: Price Estimate Format, page 11

The cost proposal provides options for what appears to be “Hourly Rates” and “Case Review Rates”. Can you please clarify what the Alaska Railroad Corporation is seeking in terms of completion? Is it the intent to have both options to select from (i.e., Hourly Rates vs. Fixed Case Review Rates)? Can you please clarify what exactly is being requested in the Bidder’s completion of the Cost Proposal?

A: ARRC anticipates that a New Case Review would be charged at the fixed rate when a new application is received. The Record Review and Report Preparation, and Re-exam case review hourly rates would be for work performed beyond the initial New Case Review.

3. IRFP Reference: Price Estimate Format, page 11

What are the current hourly rates and case review rates per specialty listed in the Cost Proposal?

A: ARRC will not be disclosing the rates at this time.

4. IRFP Reference: Section A – Statement of Services, Page 5

Who currently provides the services requested in the RFP?

A: Maximus Federal Services is the current contractor performing these services.

5. IRFP Reference: Section A – Statement of Services, Page 5

How many new claim reviews were completed by the current Vendor in 2021 and 2022?

A: There were two new claim reviews completed in 2021 and 2022.

6. IRFP Reference: Section A – Statement of Services, Page 5

How many periodic claim reviews were completed by the current Vendor in 2021 and 2022?

A. There were four periodic claim reviews completed in 2021 and 2022.

7. IRFP Reference: Section A – Statement of Services, Page 5

Does ARRC have a standard report template that they want the Vendor to utilize for determinations?

A: The following bullets, at a minimum, shall be standard in the report template.

- Case Summary
- Records Reviewed
- History and Findings
- Recommendations and Rationale

8. IRFP Reference: Section A – Statement of Services, Scope of Services, #8, Page 5

Please provide the current reporting requirements requested by the Plan Administrator.

A: No. 8 says to maintain files and records on disability applications and provide reporting to the Plan Administrator. Therefore, we would just want the vendor to be able to retrieve all documentation, correspondence and reports per applicant if requested or needed.

9. IRFP Reference: Section A – Statement of Services, Scope of Services, #13, Page 5

What is the ARRC contract value for the two-year period?

A: ARRC anticipates issuing a term services agreement for the work to be performed. Work will be authorized on a Task Order basis. ARRC does not anticipate the level of effort to exceed the previous years. The total contract value will be based on new contract rates.

10. IRFP Reference: Section A – Statement of Services, Scope of Services, #2, Page 5

Can ARRC clarify Vendor expectations regarding the request for additional medical documentation and communication between medical parties and the Plan Administrator?

A: Occasionally ARRC has requested the contractor to perform additional reviews due to additional information received and/or due to a denied claim.

11. IRFP Reference: Section A – Statement of Services, Scope of Services, #10/11, Page 5

Can ARRC clarify Vendor expectations regarding the preparation or assistance in the preparation of application forms, other documents, and administrative manuals, process descriptions, etc.?

A: The preparation of these items are not anticipated; however, ARRC may request assistance with preparation of these items, if-needed.

12. Can you confirm that no travel is anticipated is at this time for work performance, and that all disability reviews will be “desktop reviews” consisting of reviewing medical documents, but not actual in person examinations?

A: Yes, that is correct – no travel is anticipated. All disability reviews can be done as desktop reviews.

All other terms and conditions remain unchanged.

Acknowledge receipt of this and all addenda in your firm’s Service Bid Form (Form 395-0129).

Sincerely,

Michele Hope

Michele Hope
Senior Contract Administrator