



# ADDENDUM #1 INFORMAL BID 2020-107

Kitsap County Department of Administrative Services  
Risk Management Division  
for

## Risk Management Information Software

**TO:** All Respondents  
**FROM:** Vicki Martin, Buyer  
**CLOSING DATE:** Tuesday, February 25, 2020 at 3:00 PM (UNCHANGED)  
**REF NO.:** 2020-107 RFP  
**DATE:** February 10, 2020

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In response to questions received, the following information is provided to assist in responding to the above referenced proposal.

### QUESTIONS AND RESPONSES

1. Question: Is a business license in Washington State required?  
**Answer: *The vendor will need to discuss with their attorney.***
2. Question: Are the members of the Risk Team the only ones that need access to Origami?  
**Answer: *No***
3. Question: Of these 6 team members, how many will be managing the Work Comp Claims (payments and reserves under the retention)?  
**Answer: *2***
4. Question: Is the County looking for a portal for any employee to submit an incident to the risk management team?  
**Answer: *Yes***
5. Question: How are FROIs and SROIs being communicated to the State?  
**Answer: *Via TPA***
6. Question: Can you provide more details on the need for electronic signatures? Are you able to provide an estimate of the number of forms that would need a signature per year?  
**Answer: *Electronic signatures are not absolutely required. An approximate estimate would be one-hundred employee reporting forms***
7. Question: Is there a need to interface with a medical bill provider/reviewer?  
**Answer: *No***
8. Question: Is CMS-111 reporting needed? If so, how many RRE-IDs does the County have?  
**Answer: *The County would like to have this capability.***
9. Question: Is a 1099 interface needed?  
**Answer: *No***

10. Question: Does the County need an interface with HR for easier management of employee incidents/claims?  
**Answer: No**
11. Question: Do incidents captured need to be exported to a TPA for claims management?  
**Answer: No**
12. Question: Is there an approval process for checks/payments/reserves that needs to be setup in the RMIS?  
**Answer: No**
13. Question: Does the County need an interface with accounts payable for check processing? Or does the County plan to print all checks directly from the system?  
**Answer: There will be no checks printed from the system.**
14. Question: Can you provide more details on the invoicing of at-fault parties and the creation of payment coupons? Is this used to track recoveries?  
**Answer: Yes, would be used to track recoveries and receipts.**
15. Question: Is the County looking to load Fleet data into the system? If so, would this be an interface or a spreadsheet upload?  
**Answer: Yes, from a spreadsheet.**
16. Question: Can you provide more details on the System Integrator request? What would their responsibilities be for this project?  
**Answer: A System Integrator might be necessary for working with TPA software (iComp).**
17. Question: Can you provide more detail around the data, as well as format, of the existing RMIS? Will we need to convert claim, policy, incident, transaction, notes, attachments, etc. from this software? Will the data be provided in CSV, flat file or another format?  
**Answer: Currently the data is stored in a SQL database. The County will work with the vendor to provide the data in a usable format.**
18. Question: Can you provide more details on what is needed in the property loss control/risk control request?  
**Answer: The ability to track real and personal property losses.**
19. Question: To clarify the 15-page limit: can the County confirm the submittal is permitted to be 30-pages in length total but printed double-sided on no more than 15 pages? Or is the County looking for 15-pages total length printed single-sided? To allow for total responsiveness to all requirements outlined on pages 4-8 of the RFP as well as to incorporate the proposal requirements outlined in section 17 (page 10) of the RFP, would the County consider increasing the response length?  
**Answer: 15-page, double-sided is acceptable.**