

**NOTICE FOR PROFESSIONAL SERVICES
(RESUME #X008-PROF 10/11)**

Pursuant to the provisions of HRS 103D, the County of Kaua'i hereby provides public notice to invite firms or persons engaged in the professional services listed below to submit current statements of qualifications and expression of interest for the fiscal year 2010-2011.

A. FINANCE/RISK MANAGEMENT

1. **Title of Project:** Third-Party Administrator (TPA) for Workers Compensation and Automobile Liability claim adjusting services.

The Department of Finance/Risk Management Services invites qualified and experienced third-party administrator (TPA) to submit Request for Statement of Qualifications (RFQ) to provide professional claims adjusting services for the Countys self-insured workers compensation and automobile liability claims services in direct support of the Countys Risk Management Program.

Estimated Cost: \$150,000.

Estimated Term of Contract or Delivery Time: Four Years (4), subject to the appropriation and availability of funds in each succeeding fiscal year period.

Contact Person: Gerald Estenzo, Risk Management Coordinator, (808) 241-4208,
email: gestenzo@kauai.gov

Statement of Qualification Requirements:

A packet containing additional information on the description of the scope of services, statement of qualifications, and pricing must be requested from Purchasing Division at 4444 Rice Street, Room 303, Līhu'e, Hawai'i, 96766. Telephone: (808) 241-4288

Resumes should include:

1. Reference to this Notice by noting #X008 -PROF-10/11 on the cover letter. Include in the cover letter introducing your firm, summarizing your qualifications. This letter should also provide the principal contact information, address, telephone/fax numbers, email and website (if applicable).
2. Identify the year in which your company was established and began claim adjusting services to workers compensation and liability claims. Describe the corporate structure of the office that would service the County, if selected; provide a comprehensive listing of all the services you provide, and if you are utilizing subcontractors or partners in this project, your statement of qualifications must list the subcontractors or partners in their area(s) of expertise, and include all other applicable information herein requested for each subcontractor or partner. Please be informed that the County will contract solely with your company; therefore, subcontractors or partners remain your primary responsibility.
3. A description or narrative of the firm and statements as follows: (a) Project Work Plan and Approach;

- (b) Company Experience and Qualifications of Claim Adjusters (education, training, licenses, credentials) and experiences of the principals and staff members to be involved; and supporting data as it relates to the proposed projects.; (c) Proposed Cost for Work.
- 4. A list of similar projects undertaken and completed within the last five (5) years, including dates, the amount of the projects, owners of the projects and the scope of work performed.
- 5. The names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
- 6. Capacity to complete the work in the required time.
- 7. Any other pertinent data that should or maybe considered in the evaluation of the firms qualifications such as your Loss Run Reports (Risk Management Information Systems), medical bill auditing, claim investigation and reporting, etc.

Interested persons or firms capable of providing the professional services listed shall submit **one (1) original resume** and **four (4)** copies of letter of interest and resume to:

Director of Finance
(RESUME #X008-PROF-10/11)
Division of Purchasing
4444 Rice Street, Room 303
Lihu'e, HI 96766

NO FACSIMILE WILL BE ACCEPTED. Resumes may be amended at any time by filing a new statement. Any change in resumes that will be cause for disqualifying the firm from consideration for award shall be immediately reported to the Director of Finance.

Deadline for submissions is 4:00PM (Hawai'i Standard Time), **April 12, 2011**. Late submissions will be returned. Risk of late delivery shall lie with the sender.

The Director of Finance reserves the right to cancel the Request for Statement of Qualifications and to reject any or all submissions in whole or in part when in the best interest of the County.

Wallace G. Rezentes, Jr.
Director of Finance
County of Kauai

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