



HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER
2600 Wilshire Boulevard • Los Angeles, California 90057 • (213) 252-2500
www.hacla.org TTY (213) 252-5313

BOARD OF COMMISSIONERS
BEATRIZ O. STOTZER, Chairperson

PRESIDENT AND CEO
RUDOLF C. MONTIEL

May 15, 2009

Gentlemen/Ladies:

**SUBJECT: REQUEST FOR PROPOSALS (RFP) NO. 7515
WORKERS' COMPENSATION THIRD PARTY CLAIMS ADMINISTRATION**

The Housing Authority of the City of Los Angeles ("Authority") invites proposals from qualified Third Party Administrators (TPA) to administer the Authority's Self-Insured Workers' Compensation Program for the twelve (12) month period beginning December 15, 2009 through December 15, 2010, with the potential for four (4) one-year contract renewals at the Authority's sole discretion.

The successful proposer shall be responsible for full service, third-party claims administration of the Authority's workers' compensation claims. Proposers must hold a "Competent Administrator" designation from the State of California, and proposed staff must hold appropriate claims designations.

The work to be accomplished includes all services required to manage and administer the Authority's Self-Insured Workers' Compensation program. Services shall include, but are not limited to, claims reporting and processing, coordination of medical care and management, vocational rehabilitation and legal services, medical bill review and reduction, and all related fee for service related bill review and reduction.

Proposals will be accepted at 2600 Wilshire Boulevard, Suite 3100, Los Angeles, CA 90057 until 2:00 p.m. (local time), June 30, 2009. A pre-proposal conference to discuss the RFP and answer questions will be held at **2:00 p.m., June 9, 2009**, in the Authority's 5th-floor Board of Commissioners hearing room at 2600 Wilshire Boulevard, Los Angeles.

Instructions for preparing your proposal are contained in the RFP and is available at www.hacla.org under "Doing Business with HACLA" "Procurement Opportunities" and "Professional Services" or call (213) 252-1832 or 252-5405 for a copy of the RFP. Questions of a procedural nature may be directed to Swan Lam, Contract Administrator at (213) 252-1895 or by e-mail Swan.Lam@hacla.org.

We look forward to receiving your proposal.

Sincerely,

Rudolf C. Montiel
President & CEO