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**Amendment #4 to Request for Proposals (RFP)  
Workers Compensation Third Party Claims Administration Professional Services  
Solicitation No. UEFC962018001  
January 4, 2019**

This Amendment #4 is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. Amend the Key Information Summary Sheet as follows:

Proposal Due (Closing) Date and Time: ~~January 8, 2019~~ **January 22, 2019** 2:00PM  
Local Time.

2. Amend Appendix 1: Abbreviations and Definitions as follows:

**JJ. IME – Independent Medical Examination and peer review process.**

**KK. Medical Bill Review - A service whereby each medical bill is reviewed for compliance with the Maryland Fee Guide Schedule, for applicability of Preferred Provider Organization reduction, for causal relationship and reasonableness and necessity of treatment and service, compliance with regulatory requirements regarding timeliness of submittal by provider, and for reasonableness and necessity of the service or treatment billed.**

**LL. MSA Eval Fee - The fee charged to prepare a Medical Set Aside that meets Federal and State requirements.**

**MM. Nurse Case Management - A service whereby a nurse supervises the medical treatment of a claimant. This can be a field or telephonic supervision.**

**NN. VOC- A service whereby a nurse or vocational specialist assists an injured worker to find suitable employment for a claimant who has not returned to work.**

3. Replace Attachment B-1, Financial Proposal form, appearing in the RFP as the Excel worksheet titled "Financial Proposal Form UEF Workers Compensation TPA Claims

Administration”, with the amended Financial Proposal form, titled “AMENDED Financial Proposal Form UEF Workers Compensation TPA Claims Administration.”

4. Amend RFP section 2.3.3 as follows:

2.3.3 The Contractor shall be prepared to provide additional resources, including, but not limited to, the items enumerated as follows:

- A. Preparation of ad hoc or newly required statistical reports as required by the UEF, the WCC, the State of Maryland and the United States Government.
- ~~B. Preparation of the federal OSHA 300 Report;~~
- C. Preparation of the Case Management Service Report.

5. Amend RFP section 2.3.5.2 as follows:

2.3.5.2

- A. Scheduling of Claimant Evaluations
  - 1. Independent Medical Evaluations
  - 2. Functional Capacity Evaluations
  - 3. Vocational Rehabilitation Plans
  - 4. Nurse Case Management Services
  - ~~5. Translation Services for any of the above services as needed.~~
- B. If in-person foreign language interpretation services are needed for any of the services listed in Section 2.3.5.2.A, the Contractor may provide an interpreter as needed, or at the State’s discretion, the State may provide the contact information for the Statewide Foreign Language Interpretation and Translation Services (FLITS) contractors to provide these services.**

Issued and authorized by

<signed>

Chris Hautala  
Procurement Officer