

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**Non-Mandatory Preproposal Conference held April 10, 2023, at 2:00 PM**

**for**

**23-HRD-RFP-506, Third-Party Claims Administrator for Liability (General and Auto), First-Party Property (Inclusive of Auto Physical), Workers' Compensation Claims and Related Services via Microsoft Teams**

- Started @ 2:03 pm.
- Nine (9) vendors and four (4) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees.
- Tomeka Price, Procurement Officer, reviewed RFP 23-HRD-RFP-506 with emphasis on requirements and submission deadlines.
  - Oral representations made at the preproposal conference are not binding upon the County.
  - All Communications during the process must go through the Purchasing Office.
  - Any questions regarding the Scope of Services/Solicitation/Insurance Requirements must be submitted via Vendor Registry for a formal response by the due date.
  - SCC Registration is required for award but not for submission to the RFP.
  - Arlington County Business License may be required for award but not for submission to the RFP.

Event	Timeframe
Question Deadline	April 17, 2023, at 5:00 p.m.
Proposal Due Date and Time	April 27, 2023, at 1:00 p.m.

- Tomeka turned over the meeting to the Project Officer for an overview of the Scope of Services. Project Officer explained the project and highlighted the work to be done.
  - The Contractor shall provide all necessary labor, supervision, supplies, materials, and equipment to provide third-party administration (TPA) of claims for workers' compensation, general and auto liability and first party property including auto physical damage claims and related services.
  - Question that was asked during the call were asked to be submitted in Vendor Registry for a formal response.
    - ◇ **Question:** Will the County consider adding SWAM participation to the RFP?
    - Response:** No. Although the County encourages SWAM participation, as a local government, the County is not required to meet the SWAM or set-aside participation.

- Once the overview was completed, Tomeka reiterated the Question deadline date and the Proposal due date.
- Meeting was adjourned.

**Offerors in attendance:**

1. Jason Worley – Corvel Corporation – (804) 837-4050 – [jason\\_worley@corvel.com](mailto:jason_worley@corvel.com)
2. Sylvia Kurash – CorVel Corporation – (703) 244-4135 – [sylvia\\_kurash@corvel.com](mailto:sylvia_kurash@corvel.com)
3. Danielle Spradlin – CorVel Corporation – (804)420-1707 – [Danielle\\_Spradlin@corvel.com](mailto:Danielle_Spradlin@corvel.com)
4. Brad Wilson – PMA Management Corp. – (804) 967-5699 - [brad\\_wilson@pmagroup.com](mailto:brad_wilson@pmagroup.com)
5. Michael Hurst – PMA Management Corp. – (813) 965-1346 – [Michael\\_Hurst@pmagroup.com](mailto:Michael_Hurst@pmagroup.com)
6. Nancy O’Neill – Self Insured Services Company (SISCO) – (443) 921-2540 – [noneill@rcmd.com](mailto:noneill@rcmd.com)
7. Hannah Rigel – Aurora Case Management – (407) 697-7918 – [hrigel@auroracm.com](mailto:hrigel@auroracm.com)
8. Frank Young – Johns Eastern – (877) 879-9240 – [fyoung@johnseastern.com](mailto:fyoung@johnseastern.com)
9. Todd Hennelly – TRISTAR Risk Mgt. – (503) 730-3888 – [todd.hennelly@tristargroup.net](mailto:todd.hennelly@tristargroup.net)