



ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201

CONTRACT PARTIAL RENEWAL EXTENSION

<b>TO:</b> Helmsman Management Services, LLC	ORIGINAL DATE ISSUED:	April 29, 2020
2530 Sever Road, Suite 200	CONTRACT NO:	19-147-RFP
Lawrenceville, GA 30093	CONTRACT TITLE:	Third Party Administration and Related Services

**THIS IS A NOTICE OF CONTRACT EXTENSION AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

This is your notice that the above referenced contract has been extended. The "Contract Term" covered by this Notice of Contract Partial Renewal Extension is effective **May 1, 2023**, and expires **June 30, 2023**, subject to any modifications as provided for in the Contract Documents.

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 19-147-RFP, including any exhibits, attachments, or amendments thereto.

**EFFECTIVE DATE:** May 1, 2023  
**EXPIRES:** June 30, 2023  
**COMMODITY CODE(S):** 95327  
**LIVING WAGE:** N

**CONTRACT PRICING:**  
1. **SEE ATTACHED EXTENSION TERM PRICE(S)**

**EMPLOYEES NOT TO BENEFIT:**  
**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

<b>VENDOR CONTACT:</b> Mark Siciliano	<b>VENDOR TEL. NO.:</b> (470) 470-6975
<b>EMAIL ADDRESS:</b> <a href="mailto:Mark.Siciliano@Helmsmantpa.com">Mark.Siciliano@Helmsmantpa.com</a>	
<b>COUNTY CONTACT:</b> Teresa Elkins, HRD – Risk Management	<b>COUNTY TEL. NO.:</b> (703) 228-4421
<b>COUNTY CONTACT EMAIL:</b> <a href="mailto:telkins@arlingtonva.us">telkins@arlingtonva.us</a>	

**CONTRACT AUTHORIZATION**

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

HELMSMAN MANAGEMENT SERVICES, LLC

PRINT: DR. SHARON T. LEWIS  
DocuSigned by:  
SIGNATURE: Dr. SHARON T. LEWIS  
89B86B1AD301462...  
TITLE: PURCHASING AGENT  
DATE: 2/10/2023

PRINT: EMILY DREW  
DocuSigned by:  
SIGNATURE: EMILY DREW  
C5340288575C483...  
TITLE: vice President  
DATE: 2/10/2023

**Exhibit B**  
**Contract Pricing**  
**Unless otherwise stated, services listed cannot be unbundled**

Description	Expiring 2022 Pricing	2023 Pricing for 5/1-6/30/23
Annual Administration Fee includes Account Management, 15 RMIS ID's with support.	\$48,825	\$51,999
Implementation Fee	N/A	N/A
Account Manager and Account Management staff	Included	Included
Communication materials/posters	Included	Included
Risk Control Services	160 hrs. included annually per contract	160 hrs. Included annually per contract term

**Risk Management Information System (RMIS) and Technical Support**

Description	Expiring 2022 Pricing	2023 Pricing
Annual RMIS Fee	Included in Admin Fee	Included in Admin Fee
RMIS User ID Cost	Included in Admin Fee	Included in Admin Fee
Prior TPA's TPA/Carrier Data Conversion	N/A	N/A
Prior TPA's TPA/Carrier Data Conversion Updates	\$537	\$571
County Human Resources Feed	Waived/No Charge	Waived/No Charge
Electronic Data Transmission/ Extracts (based on frequency, if applicable) Monthly/Weekly/Daily	\$3,917/\$8,463/\$20,561	\$4,172/\$9,013/\$21,903
Training – onsite and online	Included in Admin Fee	Included in Admin Fee
Technical support	Included in Admin Fee	Included in Admin Fee
State EDI files	Included in Claim Fee	Included in Claim Fee
Monthly reporting	Included in Claim Fee	Included in Claim Fee
Ad hoc report programming	\$136/hr. as needed upon client request	\$144/hr. as needed upon client request
Monthly Carrier Data Extracts	Included in Admin Fee	Included in Admin Fee

Annual Banking Fees (per account)	Included in Admin Fee	Included in Claim Fee
Carrier TPA Oversight Fees: Tail Claims/New claims	Not applicable for Virginia	Included in Claim Fee
OSHA reporting access/services	\$4,557 total for unlimited users	\$4,853 total for unlimited users

### Risk Management Information Services (RISKTRAC®) - Optional Services

Additional Director/Full Access ID's (in excess of 10 quoted above)	\$1,070 per ID	\$1,140 per ID
<b>Additional Services and Customized/Ad Hoc report development requested by Customer will be billed at the rate in effect at time of delivery</b>		

### Intake Services

Description	Expiring 2022 Pricing	2023 Pricing
Claim Intake internet, telephonic, fax, email	EDI/online reporting: \$0 Telephonic/Email: \$0	EDI/online reporting: \$0 Telephonic/Email: \$0
Incident Only/record only Reporting	\$49 per claim	\$52 per claim
24/7 Nurse Triage	Varies by vendor selected. Fee is pass through with no profit based on contract	Varies by vendor selected. Fee is pass through with no profit based on contract
Self-Insurance Reporting	Included in Admin Fee	Included in Admin Fee

### Allocated Expense Fees

Description	Expiring 2022 Pricing	2023 Pricing
Subrogation	16% of recovery for Second Injury Fund or Third Party claims only. Does not apply to medical provider recovery	\$17% of recovery for Second Injury Fund or Third Party claims only. Does not apply to medical provider recovery
Indexing	Waived	Waived

Hardcopy File Storage	Monthly Storage Fee is included in Admin Fee if storage is within Iron Mountain. If there is a fee to transfer hard files to another storage company, shipping charges will be pass through cost back to client	Monthly Storage Fee is included in Admin Fee if storage is within Iron Mountain If there is a fee to transfer hard files to another storage company, shipping charges will be pass through cost back to client
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## Medical Management Services

Description	Expiring 2022 Pricing	2023 Pricing
Fee Schedule and Usual & Customary	\$9.22 per bill	\$9.82 per bill
Professional Review	28% of savings capped at 10k per bill	30% of savings capped at \$10K per bill
PPO/CA MPN/TX HCN/Pharmacy/DME Networks*	28% of savings	30% of savings
DME Network	28% of savings, if use of DME company outside of Helmsman network	30% of savings, if use of DME company outside of Helmsman network
Pharmacy Bills	\$9.22per bill	\$9.82 per bill
State EDI	Included in Admin Fee	Included in Admin Fee
Implant Review	Fee is pass through with no profit based on contract vendor of Helmsman. If outside of Helmsman network, 28% of saving would apply on bill reductions	Fee is pass through with no profit based on contract vendor of Helmsman. If outside of Helmsman network, 30% of saving would apply on bill reductions
Fee Negotiations	28%of savings	30% of savings
Duplicate Bill Processing	Included in Claims Fees	Included in Claims Fees
Description	Expiring 2022 Pricing	2023 Pricing
Initial 1099 Provider Notification Letter	Included in per claim rates	Included in per claim rates

Telephonic Case Management	\$119 per hour, billable at 10 minute increments per usage	\$127 per hour, billable at 10 minute increments per usage
Field Case Management	\$119 per hour, billable at 10 minute increments per usage. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	\$127 per hour, billable at 10 minute increments per usage. This service may be unbundled with any cost passed through the County with no profit load based on Helmsman contracted rates.
Return to Work Coordinator	\$119 per hour	\$127 per hour
Vocational Rehabilitation	Rate charged per service incurred. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	Rate charged per service incurred. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Utilization Review Pre-cert	\$152per review	\$162per review
Utilization review – drug strategies	\$27 per denied prescription	\$29 per denied prescription
Utilization Review – URAC appeal/non-clinical/Consult	\$109 per review	\$116 per review
Catastrophic Case Management Unit	\$136 per hour plus expenses	\$144 per hour plus expense
Physician/ Medical Director Case Management	\$429 per hour, billable at 30 minute increments	\$447 per hour, billable at 30 minute increments
Peer Review / Physician Advisor	Pass through vendor charge, Market rates with no profit load	Pass through vendor charge, Market rates with no profit load
Nurse case management (fee schedule per task assignments)	Noted above in Nurse fees	Noted above in Nurse fees
Specialty services (catastrophic claims	Included	Included
Medication Review i.e. contraindications, etc.	Included	Included

\*PPO Savings are measured by the difference between (a) the fee-schedule or usual & customary allowances and (b) the lower, discounted charges negotiated with participating providers.

### Specialty Network Services (designate ability to unbundle and depict current utilized providers)

Description	Expiring 2022 Pricing	2023 Pricing
Durable Medical Equipment	\$9.22 per bill & 28% of prof. savings if out of Helmsman contracted network rates. If in Helmsman network, only \$9.22 per bill applies	\$9.82 per bill & 30% of prof. savings if out of Helmsman contracted network rates. If in Helmsman network, only \$9.82 per bill applies
Transportation	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Translation	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Specialty Investigative Unit (SIU)	\$103/hr. + mileage	\$110/hr. + mileage
Physical Therapy	\$9.22 per bill & 28% of prof. savings if out of Helmsman network. If in network, only \$9.22 per bill charge applies. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	\$9.82 per bill & 30% of prof. savings if out of Helmsman network. If in network only \$9.82 per bill charge applies. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Occupational Therapy	\$9.22 per bill & 28% of prof. savings if out of Helmsman network. If in	\$9.82 per bill & 30% of prof. savings if out of Helmsman network. If in network, only

	network, only \$9.22 per bill charge applies. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	\$9.82 bill charge applies. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Radiological: MRI/CT Scan etc.	\$9.22 per bill & 28% of prof. savings if out of Helmsman network. If in network, only \$9.22 per bill charge applies. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates	\$9.82 per bill & 30% of prof. savings if out of Helmsman network. If in network, only \$9.82 per bill charge applies. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates
Onsite Adjusting	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Auto Damage Appraisals	Included in Claim fee	Included in Claim fee
Property Appraisals	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.
Accident Reconstruction	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.

## Medicare Agent Reporting and Services

Description	Expiring 2022 Pricing	2023 Pricing
Set up and engagement	Included	Included
Monthly Maintenance	Included	Included
Quarterly Reporting	Included	Included
Medicare Set Asides: initial evaluation, revision, medical allocation	\$1627 for initial review. \$580 for Revision within Helmsman MSA network. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates.	\$1733 for initial review. \$618 for Revision within Helmsman MSA network. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates..
Medicare Future Medical Allocation i.e. life care plan	\$977 per review if in Helmsman network. Vendor rates apply if outside of Helmsman network. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates	\$1041 per review if in Helmsman network. Vendor rates apply if outside of Helmsman network. This service may be unbundled with any costs passed through to the County with no profit load based on Helmsman contracted rates
Medicare Eligibility Verification	\$136 per review	\$145 per review

### Per Claim Fees for New Claims

Claim Type	Life of Contract Fee Per Claim	
<b>Workers Compensation</b>		
Record Only	\$49	\$52
Medical Only	\$170	\$181
Indemnity – Managed Medical	\$918	\$978



Indemnity – Employers Liability or Federal Act	\$918	\$978
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<b>Auto/General Liability</b>		
Record Only	\$49	\$52
Fast Track	\$320	\$341
Physical Damage	\$320	\$341
Property Damage	\$508	\$541
Bodily Injury	\$825	\$880
Complex	\$825	\$880

### Per Claim Fees for Open (Takeover) Claims

Claim Type	Life of Contract	
	Fee Per Claim	
<b>Workers Compensation</b>		
Medical Only	N/A	N/A
Indemnity – Managed Medical	N/A	N/A
Indemnity – Employers Liability or Federal Act	N/A	N/A

<b>Auto/General Liability</b>		
Fast Track	N/A	N/A
Physical Damage	N/A	N/A
Property Damage	N/A	N/A
Bodily Injury	N/A	N/A
Complex	N/A	N/A
Property Claims	N/A	N/A

<b>Other Fees</b>	
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Claims Payment Account	\$350,000	\$350,000
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## Definitions

For the purposes of this Agreement, the following definitions shall apply:
<p><b>Allocated Loss Adjustment Expenses (ALAE):</b> All expenses or fees allocable to a specific claim including but not limited to, legal expenses or attorneys' fees, court costs or fees, and expenses and fees for litigation management, electronic legal billing, service of process, depositions or examinations under oath, interest, copies of any public records, transcription services, appraisals, subrogation, private investigation, surveillance (excluding Helmsman SIU on A/L claims), professional photography, expert witness analysis or testimony, accident reconstruction, engineering analysis and field investigation, hospital or other medical reports, medical examinations, medical or hospital bill review, PPO networks, Utilization Review, and Catastrophic Case Management (Florida only). The definition of "allocated loss adjustment expense" shall be amended when, and to the extent, necessary to bring the definition into compliance with applicable law.</p>
<p><b>Automobile/General Liability Fast Track Claim:</b> A third party claim for damage covered by the Property Damage or Bodily Injury coverage grant of an Automobile, Garage or General Liability policy that has total paid loss and expense less than \$1,000 and is open for fewer than 30 days from the date of claim registration.</p>
<p><b>Automobile/General Liability Property Damage Claim:</b> A third party claim that does not meet the Fast Track claim criteria for damage, which is covered by the Property Damage coverage grant of an Automobile, Garage or General Liability policy. Each claimant will have a separate file and corresponding Claims Service Fee.</p>
<p><b>Automobile/General Liability Bodily Injury Claim:</b> A third party claim that does not meet the Fast Track claim criteria for bodily injury which is covered by the Bodily Injury coverage grant of an Automobile, Garage or General Liability policy, or any claim for damages under Underinsured or Uninsured Motorist or Personal Injury Protection coverage. Each claimant will have a separate file and corresponding Claims Service Fee. If a third party liability claim involves both property damage and bodily injury, a separate claim handling charge is incurred for both coverage grants for the purposes of Claim Service Fees.</p>
<p><b>Automobile/General Liability Complex Claim:</b> Pollution claims, specialty claims, and any third party claim that involves contractual liability, liquor liability, discrimination, "high severity" of injury, "significant property damage" or complex coverage issues, and any claim that is open longer than two years. Our internal guidance generally defines "high severity" and "significant" based on a potential exposure above \$150,000.</p>
<p><b>Workers Compensation Medical Only Claim:</b> Any claim, which is not a Managed Medical claim and meets the following criteria:</p> <ol style="list-style-type: none"> <li>1. Medical paid &gt;\$0 but &lt; \$3,000 or Expense paid is &gt;\$0</li> <li>2. Days open from date of registration &lt; 180 days</li> </ol> <p>A claim where no Indemnity benefits are incurred or paid</p>
<p><b>Workers Compensation Managed Medical Claim:</b> Any claim which meets the following criteria:</p>

1. Medical paid >\$0 but < \$3,000 or Expense paid is >\$0
2. Days open from date of registration < 180 days
3. A claim where no Indemnity benefits are incurred or paid

Full investigation required and completed on a "Workers Compensation Medical Only Claim".

Workers Compensation Indemnity Claim: Any claim which meets the following criteria:

1. Medical paid > or = \$3,000
2. Days open from date of registration > or = 180 days
3. A claim where Indemnity benefits are incurred or paid
4. A claim where the employer provides salary continuation during the disability period, active or prior litigation, or is controverted.

Workers Compensation Indemnity Claim - Federal Act Claim: Any claim where indemnity benefits are alleged or paid under a federal workers compensation act (e.g. USL&H). This includes Maritime and Jones Act claims.

Workers Compensation Indemnity Claim - Employers Liability Claim: Any claim where benefits are alleged or paid under the Coverage B portion of the WC policy.

Record Only Claim: Any claim reported to Helmsman that requires no payment or activity other than generating a record within our claims management system.